

e-FILING and e-Commenting System

for



**California Energy Commission
Docket Proceedings**

**USER'S TRAINING GUIDE
(Revised February 2020)**

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1 Background and Introduction

The California Energy Commission (Energy Commission) has the statutory responsibility for certifying thermal power plants 50 megawatts and larger and related facilities, such as transmission lines, fuel supply lines, and water pipelines. It also has authority to monitor compliance with conditions of certification. The Energy Commission's certifying and compliance processes involves parties and public agencies filing and serving documents, and the public providing comments. To streamline processes and provide consistent and easy access to information, the Energy Commission created an electronic, online e-filing and e-commenting system. The e-commenting system is intended for members of the general public to submit comments about a proceeding. The e-filing system provides Energy Commission staff, applicants, intervenors, and public agencies a preferred method of filing documents in a proceeding.

In 2015, all proceedings went online for members of the general public to file their documents by using the e-filing and e-commenting system.

1.1 About the Project

The e-filing and e-commenting project seeks to achieve the following goals:

1. Improve the organization and management of Energy Commission documents
2. Accelerate processing of filings and comments
3. Eliminate or reduce the requirement for hard copy document submission
4. Enable electronic filing and tracking
5. Reduce costs for everyone involved.

1.2 About this Document & System

This document is intended for users who will be making e-filings and e-comments.

The manual is designed to be used as a training guide and reference and is organized to explain what functionality is available for each user to access and use throughout the process. Each section is designed to be self-contained so that if you need to look up how to complete a specific task, you can quickly consult the corresponding section and find the information needed.

The Energy Commission system requires users to interact with the system based on specific roles:

- **Public:** The public interacts with e-commenting and e-filing through a link on the Energy Commission public website's "Proceedings" tab and individual

proceeding webpages. They can search and browse published documents related to all proceedings and provide comments on these proceedings.

- **Submitter:** The submitter will be a registered user of the e-filing system and will be able to submit documents on behalf of himself/herself or his/her clients for proceedings. Submitters may be Energy Commission staff, applicants for power plant licenses, intervenors in licensing proceedings as well as the public and interested parties in all other proceedings.
- **Docket Unit Staff:** the Docket Unit staff will manage dockets and documents in the Energy Commission system, including reviewing, validating, and accepting or rejecting the e-filed documents; submitting documents that arrive through CD or other electronic medium, and accepting or rejecting electronically-submitted comments. For paper submissions, the Docket Unit staff scans the documents manually to one of the allowed file types and uploads the file to the server on behalf of the submitter.
- **Confidentiality Attorney:** The confidentiality attorney is a member of Energy Commission's legal staff and has the responsibility to review and approve requests for confidential designation of submitted documents.

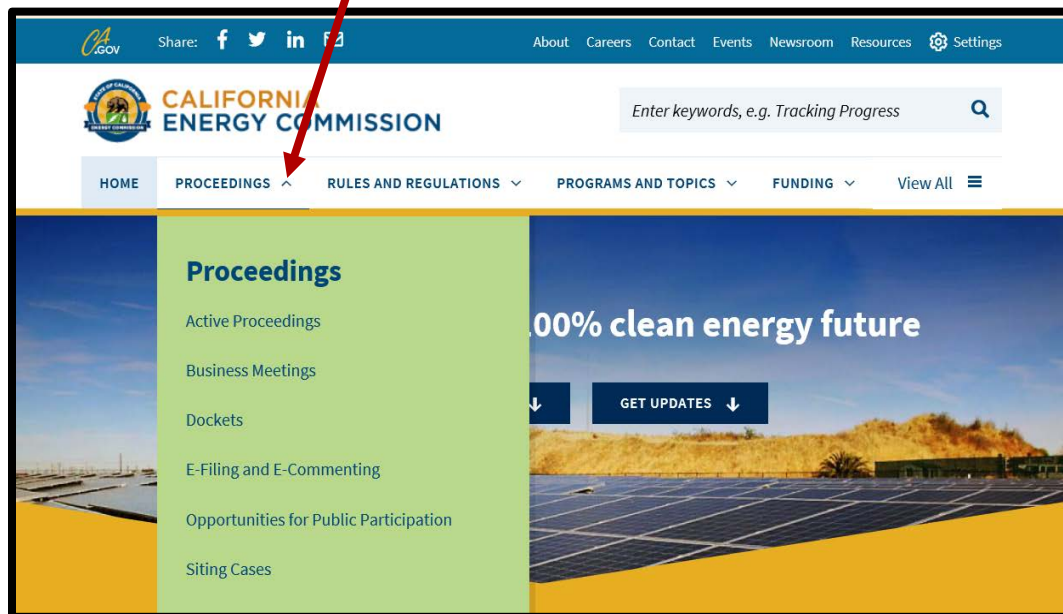
2 e-Commenting

The e-commenting system allows the general public to provide comments on all active proceedings.

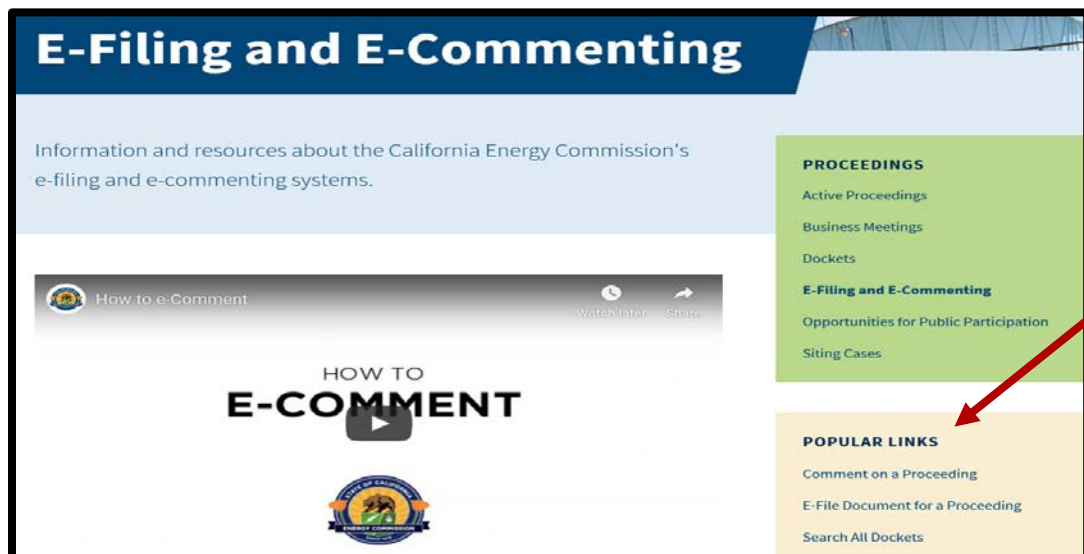
2.1 Accessing the system

Go to the California Energy Commission homepage at <https://www.energy.ca.gov/>.

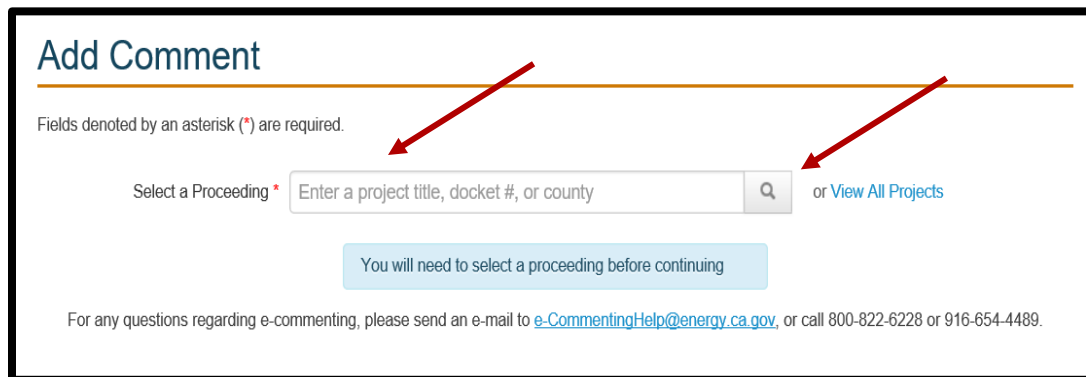
1. Click on the **PROCEEDINGS** arrow for the drop down menu.



2. Click on **E-Filing and E-Commenting** which will take you to the E-Filing and E-Commenting webpage.
3. Click on Comment on a Proceeding in the **POPULAR LINKS** box.




4. Enter the Docket Number in the **Select a Proceeding** box. Click the magnifying glass icon. Click on the **Select** button for the Docket Number submitting a comment for. Click the **Continue** button.



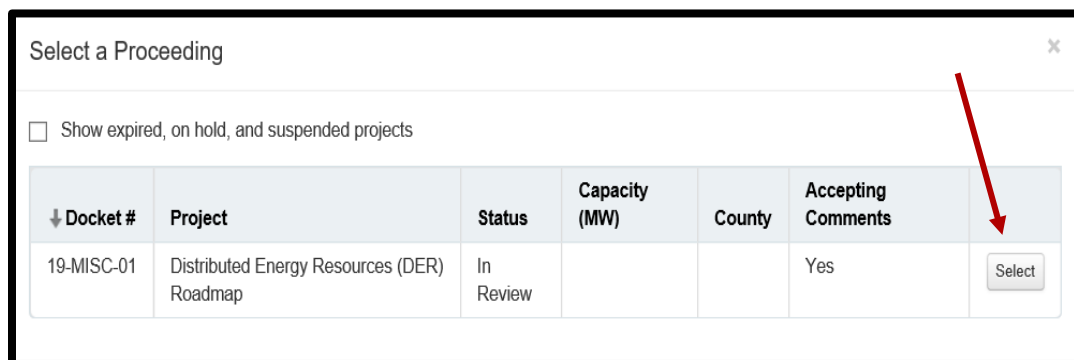
Add Comment

Fields denoted by an asterisk (*) are required.

Select a Proceeding *  or [View All Projects](#)


You will need to select a proceeding before continuing

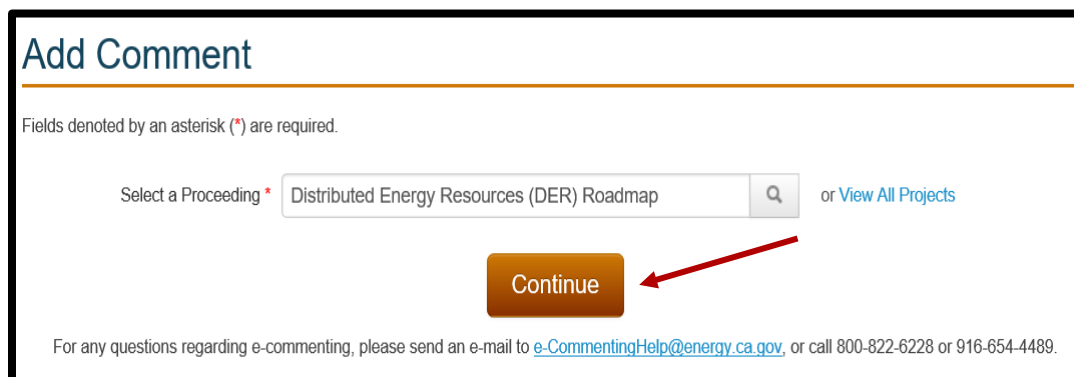
For any questions regarding e-commenting, please send an e-mail to e-CommentingHelp@energy.ca.gov, or call 800-822-6228 or 916-654-4489.



Select a Proceeding


☐ Show expired, on hold, and suspended projects


↓ Docket #	Project	Status	Capacity (MW)	County	Accepting Comments	
19-MISC-01	Distributed Energy Resources (DER) Roadmap	In Review			Yes	



Add Comment

Fields denoted by an asterisk (*) are required.

Select a Proceeding *  or [View All Projects](#)



For any questions regarding e-commenting, please send an e-mail to e-CommentingHelp@energy.ca.gov, or call 800-822-6228 or 916-654-4489.

5. At the **Add** Comment screen, Fields with red asterisks (*) are mandatory. If the comment is for yourself, enter your full name. If filing on behalf of the Business or Entity Name, enter the Business or Entity Name.

Add your email Address, Contact Address, Subject(s), Comment Title, and Comment Text.

Add Comment

Docket #: 19-MISC-01 Project Title: Distributed Energy Resources (DER) Roadmap

Fields denoted by an asterisk (*) are required.

Contact Information

Full Name * Business or Entity Name or Your Name (if filing for yourself)
ABC Company

Email Address *
abcdesk@sbglobal.net

Role in this Proceeding
Public

Contact Address

Address 2

City

State
CA

Zip

Comment

Comment Title *
Concerns about Energy Resources

Subject(s) [select one or more](#)
Choose subject(s)

97 Character left out of 128

Comment Text [not required if you include a document attachment](#)
I am concerned about the Energy Resources used|

You can type your comments into the **Comment Text** box or you can attach them in a document in DOC, DOCX, or **searchable** PDF formats. Attachment file should not exceed 10 MB's.

*For Mac users with iWork software, you can create a PDF file for upload by (1) selecting **Print** from the file menu; (2) clicking on **Save as PDF...** from the **PDF** drop down menu, and (3) Clicking **Save** to save the PDF file on your computer.*

All PDF documents need to be in a searchable text format (optical character recognition (OCR format) or your document(s) will be rejected.

After clicking the **I'm not a robot** box and responding to CAPTCHA, (a challenge-response test used by the system to ensure that the responses are generated by a human user and not a computer), read the certification you are submitting comments or documents before clicking on **Agree & Submit Your Comment** to the Docket Unit.

The screenshot shows a web form for submitting comments or documents. At the top, there is a file upload area with a "Browse..." button and a note: "Maximum upload file size: 10 MB. Allowed attachments: pdf, doc, docx." Below this is a CAPTCHA section with a box labeled "I'm not a robot" and a reCAPTCHA logo. A red arrow points to the "I'm not a robot" box. Below the CAPTCHA is a red warning message: "Documents uploaded after 5:00pm PST/PDT will be docketed on the next business day. Note that in some cases, filing deadlines may be set earlier than 5:00pm PST/PDT." The main section of the form contains a certification statement: "I certify under penalty of perjury under the laws of the State of California that on this date I:" followed by a numbered list of four items. Below the list, there is a link to a document: http://ww2.energy.ca.gov/commission/chief_counsel/documents/CEC13.pdf. At the bottom of the form, there is a large orange button labeled "Agree & Submit Your Comment" and a blue link labeled "Cancel and Return to Previous Page". A red arrow points to the "Agree & Submit Your Comment" button. At the very bottom of the form, there is a footer note: "For any questions regarding e-commenting, please send an e-mail to e-CommentingHelp@energy.ca.gov, or call 800-822-6228 or 916-654-4489."

Browse...

Maximum upload file size: 10 MB. Allowed attachments: pdf, doc, docx.

☐ I'm not a robot

reCAPTCHA
Privacy · Terms

Documents uploaded after 5:00pm PST/PDT will be docketed on the next business day. Note that in some cases, filing deadlines may be set earlier than 5:00pm PST/PDT.

I certify under penalty of perjury under the laws of the State of California that on this date I:

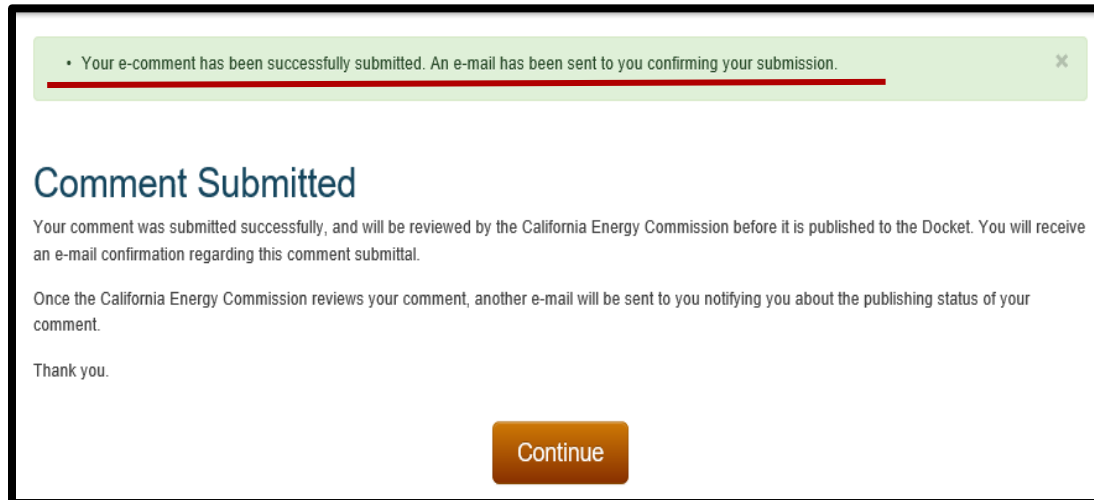
1. am legally authorized to submit the accompanying comments or documents,
2. have received any required licenses with respect to any copyrights or trademarks applicable to the accompanying documents,
3. have determined that the accompanying documents comply with the Energy Commission's guidelines for appropriate submissions, and
4. understand that unless my written request for confidentiality has been approved under California Code of Regulations, title 20, section 2505, my written and oral comments, filings (including the accompanying documents), and associated contact information (e.g. address, phone, email, etc.) will become part of the viewable public record and may become publicly available via Google, Yahoo, and any other internet search engines.

For more information about the Commission's procedures for applications for confidentiality, please contact the Chief Counsel's Office at (916) 654-3951. For the instructions and form for requesting a document be given confidential status, see http://ww2.energy.ca.gov/commission/chief_counsel/documents/CEC13.pdf

Agree & Submit Your Comment [Cancel and Return to Previous Page](#)

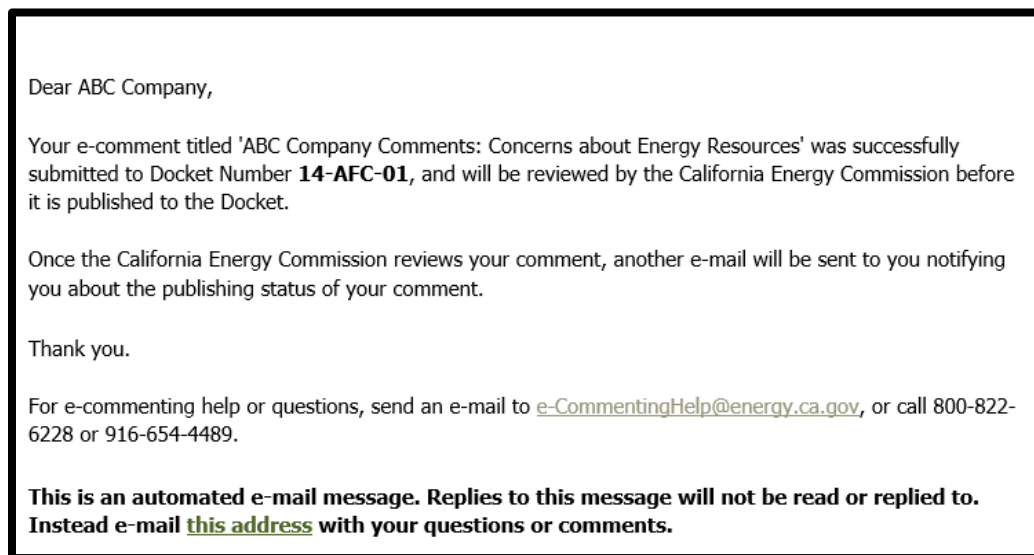
For any questions regarding e-commenting, please send an e-mail to e-CommentingHelp@energy.ca.gov, or call 800-822-6228 or 916-654-4489.

6. Next you will see the acknowledgement screen shown below:



The screenshot shows a web interface for a comment submission acknowledgement. At the top, a green banner with a red border contains the text: "• Your e-comment has been successfully submitted. An e-mail has been sent to you confirming your submission." with a close button (X) on the right. Below the banner, the heading "Comment Submitted" is displayed in a large, dark blue font. Underneath the heading, there are three paragraphs of text: "Your comment was submitted successfully, and will be reviewed by the California Energy Commission before it is published to the Docket. You will receive an e-mail confirmation regarding this comment submittal.", "Once the California Energy Commission reviews your comment, another e-mail will be sent to you notifying you about the publishing status of your comment.", and "Thank you." At the bottom center, there is a large, orange, rounded rectangular button with the word "Continue" in white text.

7. You will also receive an email confirmation.



The screenshot shows an email confirmation message. It begins with "Dear ABC Company," followed by a paragraph: "Your e-comment titled 'ABC Company Comments: Concerns about Energy Resources' was successfully submitted to Docket Number **14-AFC-01**, and will be reviewed by the California Energy Commission before it is published to the Docket." The next paragraph states: "Once the California Energy Commission reviews your comment, another e-mail will be sent to you notifying you about the publishing status of your comment." This is followed by "Thank you." and then contact information: "For e-commenting help or questions, send an e-mail to e-CommentingHelp@energy.ca.gov, or call 800-822-6228 or 916-654-4489." The final paragraph is a bolded notice: "This is an automated e-mail message. Replies to this message will not be read or replied to. Instead e-mail [this address](#) with your questions or comments."

8. Once the Docket Unit approves your comment, it will be published and you will be notified via email with a link to your docketed comment.

Your 1 Comment(s) approved and published

Dear ABC Company,

The following 1 Comment(s) that you submitted to the California Energy Commission (Docket Number **14-AFC-01**) were approved and published to the California Energy Commission website:

- Docket Number: 14-AFC-01
Project Title: eFiling Test Power Plant
TN Number: 229698
Title: [ABC Company Comments: Concerns about Energy Resources](#)
Description:
Filer: System
Organization: ABC Company
Role: Public
Submission Date: 9/9/2019 1:28:11 PM
Docketed Date: 9/9/2019
Subject(s):
Submission Type: Comment
Page(s):

Thank you.
09/09/2019 13:30:27.653

For e-filing help or questions, send an e-mail to e-FilingHelp@energy.ca.gov, or call 916-654-5076.

For e-commenting help or questions, send an e-mail to e-CommentingHelp@energy.ca.gov, or call 800-822-6228 or 916-654-4489.

This is an automated e-mail message. Replies to this message will not be read or replied to. Instead e-mail [this address](#) with your questions or comments.

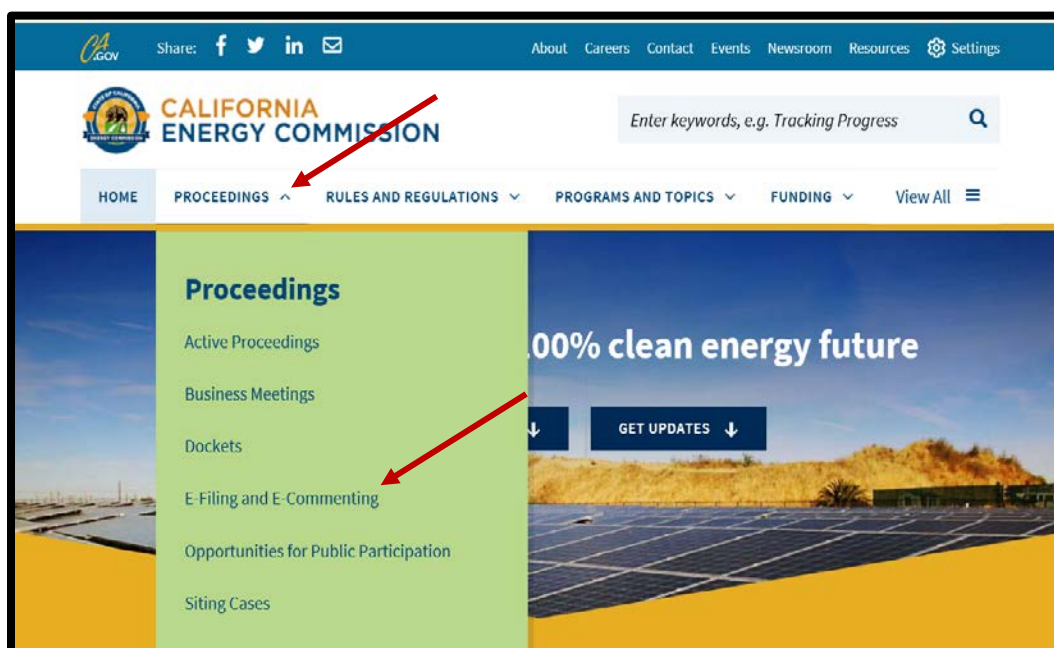
3 e-Filing

The e-Filing system is for use by all proceedings (Dockets) by power plant license Applicants, recognized Intervenor, submitters and Energy Commission staff to file documents in a proceeding.

3.1 Accessing the System

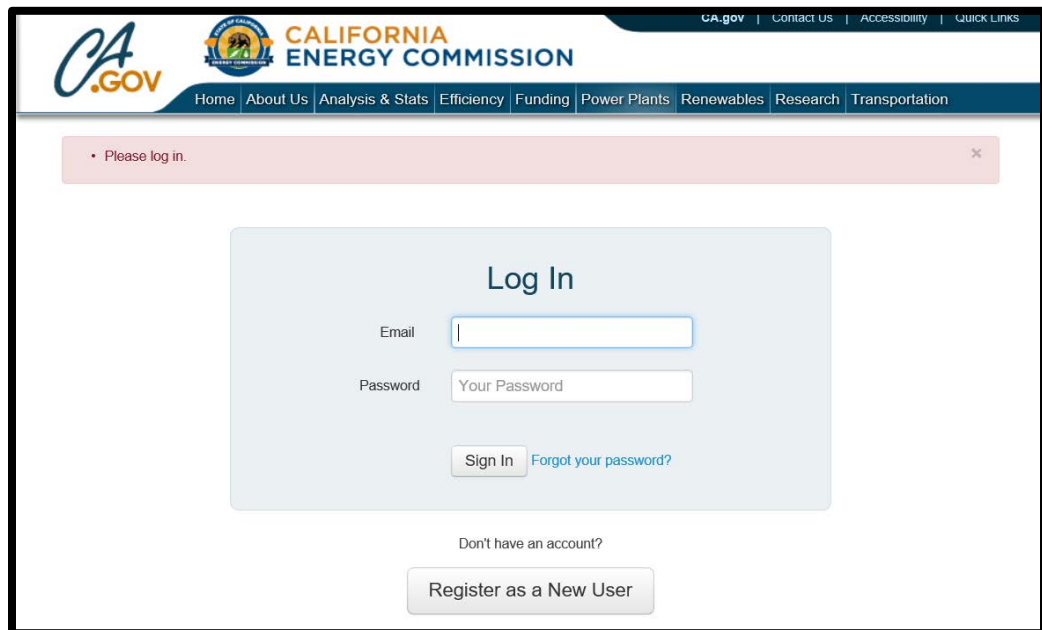
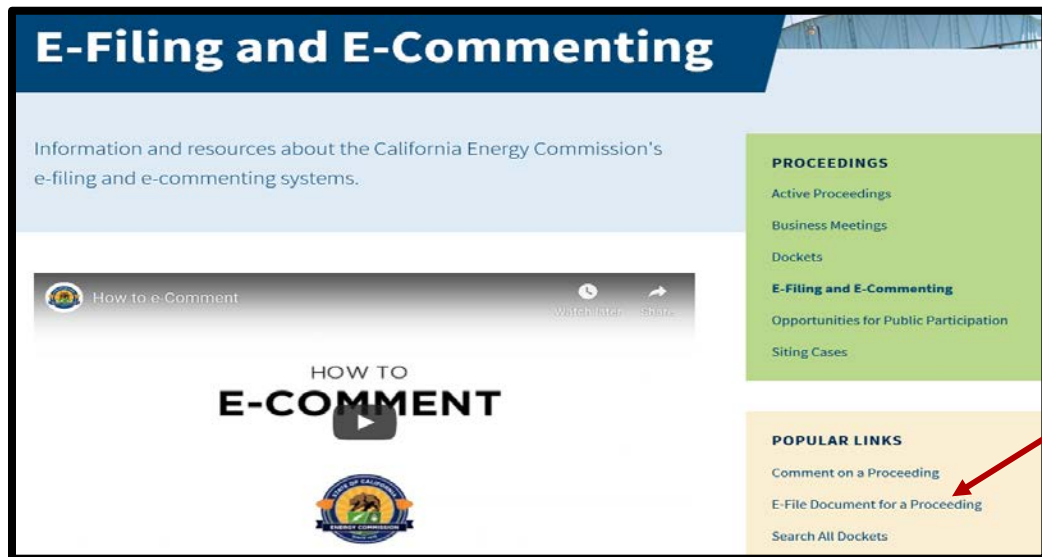
To submit an e-filing, go to the Energy Commission homepage at <https://www.energy.ca.gov/>. There is more than one way to access e-filing. We will show you one below.

1. Click on the **PROCEEDINGS** arrow for the drop down menu.



2. Click on **E-filing and E-Commenting**.

3. Click on **E-File Document for a Proceeding** in the **POPULAR LINKS** box on the right hand side of the screen. The system will take you to the Log In screen shown below.

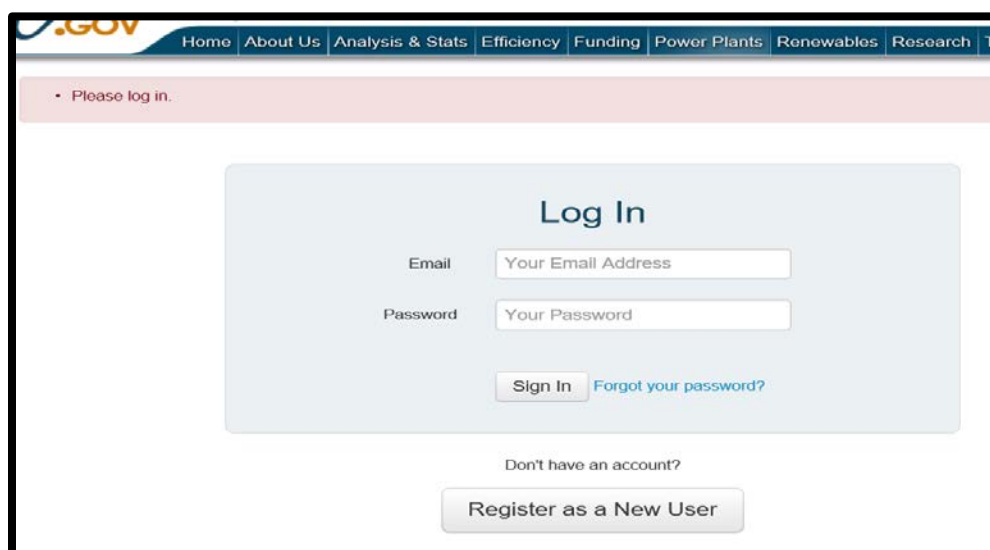


3.2 Submitting the e-filing

The process of e-filing evolves three steps:

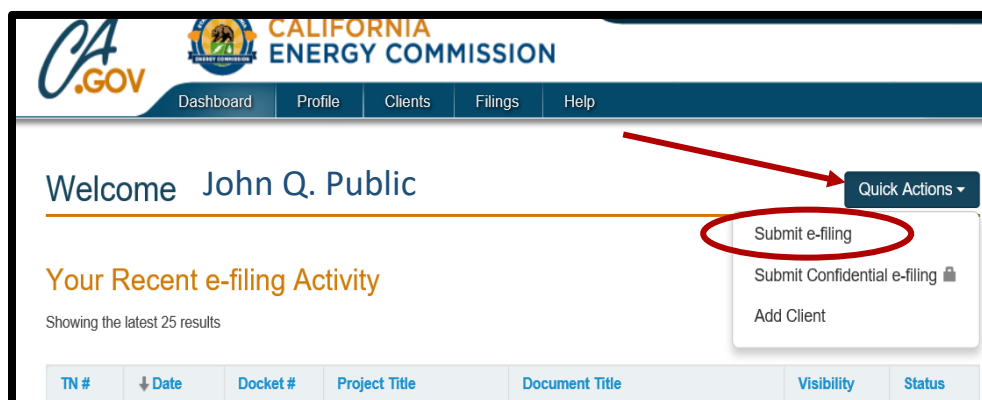
1. Selecting the proceeding (Docket) and role in the proceeding;
2. Uploading one or more files and adding descriptive information (metadata) for each file; and
3. Reviewing the document and accepting the terms and conditions for submission.

You will be required to Log In with an account to proceed. The steps involved in account creations are covered in Section 5.1, (see page 39).

A screenshot of the CA.GOV website's login page. The page has a blue header with navigation links: Home, About Us, Analysis & Stats, Efficiency, Funding, Power Plants, Renewables, and Research. Below the header is a pink banner that says "Please log in." The main content area is a light blue box with the title "Log In". It contains two input fields: "Email" with the placeholder "Your Email Address" and "Password" with the placeholder "Your Password". Below these fields are two buttons: "Sign In" and a link "Forgot your password?". At the bottom of the box is a link "Don't have an account?". Below the box is a button "Register as a New User".

After you Log In, you will be able to select a proceeding and set your role.

When you Log In, you will come to the custom welcome screen, also known as the Dashboard. From the **Quick Actions** dropdown menu, you will select **Submit e-filing**.

A screenshot of the CA.GOV dashboard. The header includes the CA.GOV logo and the California Energy Commission logo, followed by navigation links: Dashboard, Profile, Clients, Filings, and Help. The main content area starts with a welcome message "Welcome John Q. Public". Below this is a section titled "Your Recent e-filing Activity" with the text "Showing the latest 25 results". On the right side, there is a "Quick Actions" dropdown menu. A red arrow points to this menu, and the "Submit e-filing" option is circled in red. Other options in the menu are "Submit Confidential e-filing" and "Add Client". At the bottom, there is a table with columns: TN #, Date, Docket #, Project Title, Document Title, Visibility, and Status.

The first step is to **Select a Proceeding & Submitter**. To select a proceeding, enter a few consecutive characters in the proceeding name and click on the magnifying glass search icon. Alternatively, click on the **View All Projects** link to select from a list or enter the Docket Number in the proceeding name.

Submit an e-filing

1 Select Proceeding & Submitter 2 Upload Files 3 Review & Submit

Step 1: Select a Proceeding & Add Submitter Info

Fields denoted by an asterisk (*) are required.

Select a Proceeding or [View All Projects](#)

Submitter Info John Q. Public
Self
CA [Update Submitter Info](#)

Your Role in this Proceeding *

You will need to select a proceeding, a submitter, and your role in the proceeding before continuing

For any questions regarding e-filing, please send an e-mail to e-FilingHelp@energy.ca.gov, or call 916-654-5076

From the list of return results, select your proceeding using the **Select** button.

Select a Proceeding ×

☐ Show expired, on hold, and suspended projects

↓ Docket #	Project Title	Status	Capacity (MW)	County	
00-AFC-14C	El Segundo Power Redevelopment Project Compliance	Under Construction	630.000	Los Angeles	Select
01-EP-14	CalPeak San Diego 49.5MW Peaking Power Plant, San Diego, CA	Operational	50.000	San Diego	Select
01-EP-14C	Calpeak Border Emergency Process - Compliance	Operational	50.000	San Diego	Select
14-AFC-01	eFiling Test Power Plant	In Review	5000.000	Sacramento	Select

Use the drop down menu to select **Your Role in this Proceeding**:

The screenshot shows the 'Submit an e-filing' page with three steps: 1. Select Proceeding & Submitter, 2. Upload Files, and 3. Review & Submit. Step 1 is active. The page title is 'Step 1: Select a Proceeding & Add Submitter Info'. A note states 'Fields denoted by an asterisk (*) are required.' The 'Select a Proceeding *' field contains 'eFiling Test Power Plant' with a search icon and a link to 'View All Projects'. The 'Submitter Info' section shows 'John Q. Public', 'Self', and 'CA', with an 'Update Submitter Info' link. The 'Your Role in this Proceeding *' dropdown menu is open, showing options: Applicant, Applicant Consultant, Applicant Representative, Intervenor, Intervenor Consultant, Intervenor Representative, Other Interested Person, Public, and Public Agency. A blue box on the left says 'You will need to select a role in the proceeding before continuing'. A blue box on the right says 'For any questions, contact eFilingHelp@energy.ca.gov, or call 916-654-5076'.

If you choose a Representative or Consultant Role, you will also need to **Select a Client**.

First, you will need to add your client's name in the Client's tab on the dashboard.

The screenshot shows the California Energy Commission dashboard. The top navigation bar includes 'Dashboard', 'Profile', 'Clients' (highlighted with a red circle), 'Filings', and 'Help'. The main content area is titled 'Submit an e-filing' and shows the same three-step process as the previous screenshot. The 'Clients' tab is highlighted, indicating where to add a client's name.

Submit an e-filing

1 Select Proceeding & Submitter

2 Upload Files

3 Review & Submit

Step 1: Select a Proceeding & Add Submitter Info

Fields denoted by an asterisk (*) are required.

Select a Proceeding *

eFiling Test Power Plant

Q

or [View All Projects](#)

Submitter Info

T. Winter Esq.
Winter and Associates
100 16th Ste, Suite 20
Sacramento, CA 95833

[Update Submitter Info](#)

Your Role in this Proceeding *

Applicant Representative

Select a Client *

abc

Q

or [View All Clients](#)

ABC Powerplant, Sunny Solar, LLC
123 Sunny Drive
Sacramento, CA 95833

[and Return to Previous Page](#)

For any questions regarding e-filing, please send an e-mail to e-FilingHelp@energy.ca.gov, or call 916-654-5076

You will proceed to the second step by clicking the **Continue to Upload Files** button.

Submit an e-filing

1 Select Proceeding & Submitter

2 Upload Files

3 Review & Submit

Step 1: Select a Proceeding & Add Submitter Info

Fields denoted by an asterisk (*) are required.

Select a Proceeding *

eFiling Test Power Plant

Q

or [View All Projects](#)

Submitter Info

Winter and Associates
100 16th Street, Suite 20
Sacramento, CA 95833

[Update Submitter Info](#)

Your Role in this Proceeding *

Applicant Representative

Select a Client *

ABC Power Plant, Sunny Solar, LLC

Q

or [View All Clients](#)

[Continue to Upload Files](#)

[Cancel and Return to Previous Page](#)

For any questions regarding e-filing, please send an e-mail to e-FilingHelp@energy.ca.gov, or call 916-654-5076

The second step is to **Upload Files**. You may upload as many file(s) as you need (up to 30 MB per file) using the specific files types allowed.

Please note that: Password protected documents and zip files are not accepted and will be rejected.

File Requirements in box below:

File Requirements

Maximum file size (per file):
30 MB.

Allowed file types:
pdf, doc, docx, xls, xlsx, ppt, pptx, rtf, txt,
dwg, dxf, kmz, kml, jpg, jpeg, tif, tiff, gif,
wrf, mp4, avi, wmv, mov, mpeg, mp3, wrf,
arf.

Please note: Password protected documents are not accepted and will be rejected.

Upload your documents by clicking on **Select File(s) to Upload**. You will browse out to your local computer or device to select the document(s) you wish to upload. Alternatively, you can drag and drop files into the **Drop Files Here** box.

Step 2: Upload Your Documents

Instructions:

- Select Files:** Select the files you wish to upload by clicking the 'Select File(s) to Upload' button. Multiple files can be selected by clicking the button again or, in certain browsers, selecting multiple files. File drag and drop is also available in certain browsers. Note that file requirements apply.
- Upload Files:** Once your files have been selected, they will appear in the 'Files Awaiting Upload' section. Click on the 'Upload' button to transfer the files. Note that in some cases, files may be automatically converted to Portable Document Format (PDF) once they are received.
*For Mac users with iWork software, you can create a PDF file for upload by (1) selecting **Print** from the **File menu**; (2) clicking on **Save as PDF...** from the **PDF drop down menu**; and (3) Clicking **Save** to save the PDF file on your computer.*
- Provide Details:** After your files have been uploaded, they will appear in the 'Uploaded Files' section. Edit the file details before continuing.

Note: Multiple documents uploaded within the same transaction will be given the same transaction number. If documents should not be grouped, you will need to file in separate sessions. All PDF documents need to be in searchable text format (optical character recognition (OCR) format) to comply with ADA requirements or your document(s) will be rejected.

Documents uploaded after 5:00pm PST/PDT will be docketed on the next business day. Note that in some cases, filing deadlines may be set earlier than 5:00pm PST/PDT.

File Requirements

Drop files here

Select File

Please select file(s) to upload.

You will need to upload files before continuing.

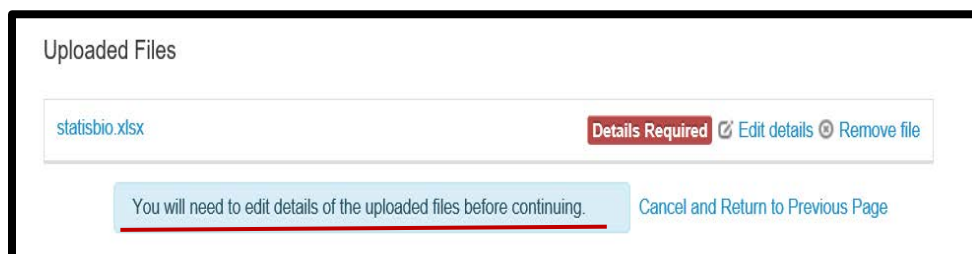
[Cancel and Return to Previous Page](#)

After you select your document, it will appear in the **Files Awaiting Upload** (shown below). To complete the process of selecting your document for uploading you will click **Upload File(s)**.

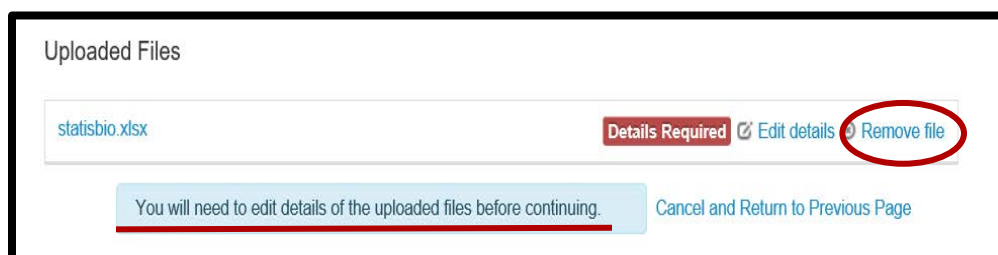


NOTE: Text files with the extension .doc, .docx, .rtf, or .txt will be converted to searchable PDF documents after they are uploaded to the server.

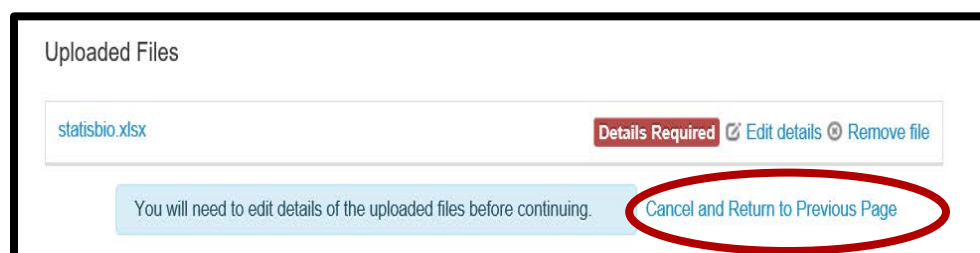
After you click the **Upload File(s)** button, the file will appear in the **Uploaded Files** area as shown below:



If you have selected a wrong file or want to remove a file before providing details, then you click on the **Remove file** button beside the file name and the file will be removed from the **Uploaded Files** list.



Additionally, you can always click **Cancel and Return to Previous Page**.



After you upload your files, you will need to **Edit Details** of your file. The label **Details Required** indicates that the file details need to be added to the uploaded document before moving forward.

Submit an e-filing

1 Select Proceeding & Submitter

2 Upload Files

3 Review & Submit

Step 2: Upload Your Documents

Instructions:

- Select Files:** Select the files you wish to upload by clicking the 'Select File(s) to Upload' button. Multiple files can be selected by clicking the button again or, in certain browsers, selecting multiple files. File drag and drop is also available in certain browsers. Note that file requirements apply.
- Upload Files:** Once your files have been selected, they will appear in the 'Files Awaiting Upload' section. Click on the 'Upload' button to transfer the files. Note that in some cases, files may be automatically converted to Portable Document Format (PDF) once they are received.
*For Mac users with iWork software, you can create a PDF file for upload by (1) selecting **Print** from the **File menu**; (2) clicking on **Save as PDF...** from the **PDF** drop down menu; and (3) Clicking **Save** to save the PDF file on your computer.*
- Provide Details:** After your files have been uploaded, they will appear in the 'Uploaded Files' section. Edit the file details before continuing.

Note: Multiple documents uploaded within the same transaction will be given the same transaction number. If documents should not be grouped, you will need to file in separate sessions. All PDF documents need to be in searchable text format (optical character recognition (OCR) format) to comply with ADA requirements or your document(s) will be rejected.

Documents uploaded after 5:00pm PST/PDT will be docketed on the next business day. Note that in some cases, filing deadlines may be set earlier than 5:00pm PST/PDT.

File Requirements

Drop files here

Select File

Please select file(s) to upload.

Uploaded Files

statishio.xlsx

Details Required

☒ Edit details

You will need to edit details of the uploaded files before continuing.

Cancel and Return to Previous Page

After you select **Edit Details** the **Update File Details** screen will pop up. It is important to fill out as much detail as possible about the document because these are the searchable metadata fields.

Update File Details

Fields denoted by an asterisk (*) are required.

File Name statistbio.xlsx

Title * Bio Statistics
114 Character left out of 128

Document Description
1024 Character left out of 1024

Subject(s)
select one or more
Biological Resources
Clear Select All

Document Type Document

Pages

Addressed To CEC/Docket Unit
113 Character left out of 128

Notes

Update File Details Cancel

File Details are required (tips to populating below).

Title: Review the document to give a clear concise description. Focus on the content of the document rather than the “to” and “from”, which will be captured in other fields. Avoid abbreviations and acronyms since this is a searchable metadata field and use Title Caps.

Document Description: If further information is needed or helpful it should go in this field. Additionally, if the document is being filed with multiple attachments it should be noted here. (Example: Attachment A to Preliminary Staff Assessment).

Subject: If you know the subject(s) that apply to the filing you can add them from the precreated drop down list in this field. You can add as many subjects as needed.

Document Type: From the dropdown list, you can select from the following document types: Autocad Drawing, Document, Google Earth Data, Map, Meeting Recording, Photograph or Shapefile. If you are unsure what Document Type to select then you can default to “Document”.

Addressed To: This field should always be entered. If the document is not directed to any individual person or company then you should enter this field as “CEC/Docket Unit”.

Notes: This field is for the Submitter or Docket Staff to input any pertinent notes about the filing.

Once you have populated all the metadata fields, select **Update File Details**. You will need to do this same process for every file you plan to submit.

Update File Details

Fields denoted by an asterisk (*) are required.

File Name statisticbios.xlsx

Title * Bio Statistics
114 Character left out of 128

Document Description
1024 Character left out of 1024

Subject(s)
select one or more
Biological Resources

Clear Select All

Document Type Document

Pages

Addressed To CEC/Docket Unit
113 Character left out of 128

Notes

Update File Details Cancel

After you have entered the file details and the labels of all of the uploaded files read **OK**, you move to the next page by clicking the **Continue to Review and Submit** button.

Uploaded Files

statisticbios.xlsx OK Edit details Remove file

Continue to Review & Submit Cancel and Return to Previous Page

The third step is to **Review & Submit** your filing. Review your filing to ensure accuracy and click on the **I agree and Submit** button. If your filing is not ready to submit, you still can use the **Edit Details**, **Remove File** and **Cancel and Return to the Previous Page** Links.

Submit an e-filing

1 Select Proceeding & Submitter 2 Upload Files 3 Review & Submit

Step 3: Review Your e-filing

Your Filing

Selected Proceeding: 14-AFC-01 eFiling Test Power Plant Selected Submitter: California Energy Commission [Edit](#)

Your Documents

Document # 1
Title: Bio Statistics
Document Description: Filename: statisbio.xlsx
1 page(s)
Subject(s):
Document Type: Document
Notes to CEC: [Edit details](#) [Remove file](#)

☐ This docket may be set to group filings made within a certain period together to reduce the number of e-mails that parties and listerv subscribers receive. Check this box to request that your document(s) be distributed immediately after approval for filing.

I certify under penalty of perjury under the laws of the State of California that on this date I:

1. am legally authorized to submit the accompanying comments or documents,
2. have received any required licenses with respect to any copyrights or trademarks applicable to the accompanying documents,
3. have determined that the accompanying documents comply with the Energy Commission's guidelines for appropriate submissions, and
4. understand that unless my written request for confidentiality has been approved under California Code of Regulations, title 20, section 2505, my written and oral comments, filings (including the accompanying documents), and associated contact information (e.g. address, phone, email, etc.) will become part of the viewable public record and may become publicly available via Google, Yahoo, and any other internet search engines.

For more information about the Commission's procedures for applications for confidentiality, please contact the Chief Counsel's Office at (916) 654-3951. For the instructions and form for requesting a document be given confidential status, see http://ww2.energy.ca.gov/commission/chief_counsel/documents/CEC13.pdf

[I Agree & Submit](#) [Cancel and Return to Previous Page](#)

For any questions regarding e-filing, please send an e-mail to e-FilingHelp@energy.ca.gov, or call 916-654-5076

Upon successful submission of the files, the system will provide an onscreen message. Next, click **Continue**.

e-filing Submission Complete

Your e-filing was submitted successfully, and will be reviewed by the California Energy Commission before it is published to the Docket. You will receive an e-mail confirmation regarding this submission.

Once the California Energy Commission reviews your e-filing, another e-mail will be sent to you notifying you about the publishing status of your e-filing.

Thank you.

[Continue](#)

The system will also send a confirming email notification to your registered email address.

Dear John Q. Public,

Your 1 e-filing(s) were successfully submitted to Docket Number 14-AFC-01, and will be reviewed by the Docket Unit.

The following file(s) were submitted:

- **Title:** Bio Statistics
Subject(s): Biological Resources
Document Type: Document

Another e-mail will communicate the results of the Docket Unit's review.

When you click on the **Continue** button, you will be redirected to the Dashboard. In green highlighting a message confirming your filing will be displayed. Your filing will also show up in **Your Recent Filing e-filing Activity** list.

The screenshot displays the California Energy Commission's e-filing dashboard. At the top, the header includes the CA.GOV logo, the text "CALIFORNIA ENERGY COMMISSION", and a user welcome message "Welcome John Q. Public" with links to "energy.ca.gov" and "Logout". Below the header is a navigation bar with tabs for "DASHBOARD", "PROFILE", "CLIENTS", "FILINGS", and "HELP". A green message box with a red border states: "Your e-filing was submitted successfully. An e-mail has been sent to you confirming your submission." Below this, a "Welcome John Q. Public" message is shown next to a "Quick Actions" button. The main section is titled "Your Recent e-filing Activity" and indicates "Showing the latest 25 results". A table lists the recent filings:

TN #	↓ Date	Docket #	Project Title	Document Title	Visibility	Status
	10/11/2013	14-AFC-01	eFiling Test Power Plant	Bio Statistics 1 page(s)	Public	Pending

Once the Docket Unit staff approves the document, you will receive a confirming email with a link to your docketed document.

Dear John Q. Public,

The following 1 Document(s) that you submitted to the California Energy Commission (Docket Number **14-AFC-01**) were approved and published to the California Energy Commission website:

- Docket Number: 14-AFC-01
Project Title: eFiling Test Power Plant
TN Number: 229732
Title: [Bio Statistics](#)
Description:
Filer: Patty Paul
Organization: California Energy Commission
Role: Commission Staff
Submission Date: 9/13/2019 11:27:06 AM
Docketed Date: 9/13/2019
Subject(s): Biological Resources
Submission Type: Document
Page(s):

Thank you.
09/13/2019 11:27:40.832

For e-filing help or questions, send an e-mail to e-FilingHelp@energy.ca.gov, or call 916-654-5076.

For e-commenting help or questions, send an e-mail to e-CommentingHelp@energy.ca.gov, or call 800-822-6228 or 916-654-4489.

This is an automated e-mail message. Replies to this message will not be read or replied to. Instead e-mail [this address](#) with your questions or comments.

If the Docket Unit staff rejects the comment or document, you will be notified via email. The email will provide the reason for the rejection.

Dear John Q. Public,

The following Document that you submitted to the California Energy Commission (Docket Number **14-AFC-01**) has been rejected:

Title: Bio Statistics

The reason for rejection is:

The document was not searchable. Please make the document searchable and refile.

Please contact the Dockets Unit if you have any questions.

4 Confidential e-filing

To submit a confidential filing, click on **Quick Actions** from the **DASHBOARD** and select **Submit Confidential e-filing** from the dropdown.




To select a proceeding, enter a couple of characters and click on the magnifying glass search icon. This search then lists all proceedings that include the specified characters.

Submit a Confidential e-filing

1 Select Proceeding & Submitter 2 Upload Files 3 Review & Submit

Step 1: Select a Proceeding & Add Submitter Info

Fields denoted by an asterisk (*) are required.

Select a Proceeding  or [View All Projects](#)

Submitter Info **eFiling Test Power Plant**
In Review
Capacity: 5000 MW
Sacramento County

[Update Submitter Info](#)

Your Role in this Proceeding *

You will need to select a proceeding, a submitter, and your role in the proceeding before continuing

For any questions regarding e-filing, please send an e-mail to eFilingHelp@energy.ca.gov, or call 916-654-5076

Alternatively, you may click on the **View All Projects** link and Select the Proceeding at Issue.

Select a Proceeding

☐ Show expired, on hold, and suspended projects

↓ Docket #	Project Title	Status	Capacity (MW)	County	
00-AFC-14C	El Segundo Power Redevelopment Project Compliance	Under Construction	630.000	Los Angeles	Select
01-EP-14	CalPeak San Diego 49.5MW Peaking Power Plant, San Diego, CA	Operational	50.000	San Diego	Select
01-EP-14C	Calpeak Border Emergency Process - Compliance	Operational	50.000	San Diego	Select
14-AFC-01	eFiling Test Power Plant	In Review	5000.000	Sacramento	Select

Use the drop down menu to select **Your Role in this Proceeding**.

CA.GOV CALIFORNIA ENERGY COMMISSION

DASHBOARD PROFILE CLIENTS FILINGS HELP

Welcome Tiffani Winter | energy.ca.gov | Logout

Submit a Confidential e-filing

1 Select Proceeding & Submitter 2 Upload Files 3 Review & Submit

Step 1: Select a Proceeding & Add Submitter Info

Fields denoted by an asterisk (*) are required.

Select a Proceeding * eFiling Test Power Plant [or View All Projects](#)

Submitter Info Winter Solar Company CA [Update Submitter Info](#)

Your Role in this Proceeding *

- Applicant
- Applicant Consultant
- Applicant Representative
- Intervenor
- Intervenor Consultant
- Intervenor Representative
- Other Interested Person
- Public
- Public Agency

You will need to select a role in the proceeding before continuing

For any questions regarding e-filing, please send an e-mail to FilingHelp@energy.ca.gov, or call 916-654-5076

If you choose a Representative or Consultant Role you will also need to **Select** a Client. See page 50 for Client Profile Management.

Submit a Confidential e-filing

1 Select Proceeding & Submitter 2 Upload Files 3 Review & Submit

Step 1: Select a Proceeding & Add Submitter Info

Fields denoted by an asterisk (*) are required.

Select a Proceeding * eFiling Test Power Plant [or View All Projects](#)

Submitter Info Bill Jones Energy Analysis Corporation CA [Update Submitter Info](#)

Your Role in this Proceeding * Applicant Consultant

Select a Client * ABC Powerplant, Sunny Solar, LLC [or View All Clients](#)

[Continue to Upload Files](#) [Cancel and Return to Previous Page](#)

For any questions regarding e-filing, please send an e-mail to e-FilingHelp@energy.ca.gov, or call 916-654-5076

After you have selected the proceeding and your role, you can click on the **Continue to Upload Files** button.

The screenshot shows the 'Submit a Confidential e-filing' page. At the top, the California Energy Commission logo is visible, along with a navigation bar containing 'DASHBOARD', 'PROFILE', 'CLIENTS', 'FILINGS', and 'HELP'. A user greeting 'Welcome Tiffani Winter' and links to 'energy.ca.gov' and 'Logout' are in the top right. The page has three steps: '1 Select Proceeding & Submitter', '2 Upload Files', and '3 Review & Submit'. Step 1 is active. The title 'Step 1: Select a Proceeding & Add Submitter Info' is displayed. Below it, a note states 'Fields denoted by an asterisk (*) are required.' The form includes a 'Select a Proceeding *' dropdown menu with 'eFiling Test Power Plant' selected, a search icon, and a link 'or View All Projects'. Below this is 'Submitter Info' showing 'Winter Solar Company' and 'CA', with an 'Update Submitter Info' link. The 'Your Role in this Proceeding *' dropdown menu has 'Applicant' selected. A red arrow points to the 'Continue to Upload Files' button. A link 'Cancel and Return to Previous Page' is also present. At the bottom, contact information for e-filing help is provided.

First you will upload your Application for a Confidential Designation by clicking on the **Browse** button. Acceptable file formats are .pdf, .doc, .docx, .rtf and .txt. Maximum file size allowed is 30 MB's.

Note: files with the extension .doc, .docx, .rtf or .txt will be converted to PDF once they are received, so you do not need to convert them.

The screenshot shows the 'Submit a Confidential e-filing' page, Step 2: Upload Your Documents. The navigation bar is the same as in Step 1. The title 'Step 2: Upload Your Documents' is displayed. Below it, a note states 'Fields denoted by an asterisk (*) are required.' The form includes a 'Select your Application for Confidential Designation *' dropdown menu. A red arrow points to the 'Browse...' button next to the dropdown. Below the dropdown is a link 'File Requirements'. At the bottom of the form is an 'Upload and Continue' button. At the bottom of the page, contact information for e-filing help is provided.

Hover over File Requirements to see acceptable file types and file size requirements.

Submit a Confidential e-filing

1 Select Proceeding & Submitter 2 Upload Files 3 Review & Submit

Step 2: Upload Your Documents

Fields denoted by an asterisk (*) are required.

Select your Application for Confidential Designation *

File Requirements

Maximum file size: 30 MB.

Allowed file types: pdf, doc,

Upload and Continue

For any questions regarding e-filing, please send an e-mail to e-FilingHelp@energy.ca.gov, or call 916-654-5076

Once you have selected your Application for Confidential Designation, click the **Upload and Continue** button.

Submit a Confidential e-filing

1 Select Proceeding & Submitter 2 Upload Files 3 Review & Submit

Step 2: Upload Your Documents

Fields denoted by an asterisk (*) are required.

Select your Application for Confidential Designation *

C:\Documents and Settings\twinter\Desktop\Application for Confidential Designation.docx Browse...

File Requirements

Upload and Continue

For any questions regarding e-filing, please send an e-mail to e-FilingHelp@energy.ca.gov, or call 916-654-5076

Next you will **Select File(s)** to Upload your confidential document(s). You can upload multiple confidential documents.

Submit a Confidential e-filing

1 Select Proceeding & Submitter

2 Upload Files

3 Review & Submit

Step 2: Upload Your Documents

Instructions:

- Select Files:** Select the files you wish to upload by clicking the 'Select File(s) to Upload' button. Multiple files can be selected by clicking the button again or, in certain browsers, selecting multiple files. File drag and drop is also available in certain browsers. Note that file requirements apply.
- Upload Files:** Once your files have been selected, they will appear in the 'Files Awaiting Upload' section. Click on the 'Upload' button to transfer the files. Note that in some cases, files may be automatically converted to Portable Document Format (PDF) once they are received.
*For Mac users with iWork software, you can create a PDF file for upload by (1) selecting **Print** from the **File menu**; (2) clicking on **Save as PDF...** from the **PDF drop down menu**; and (3) Clicking **Save** to save the **PDF** file on your computer.*
- Provide Details:** After your files have been uploaded, they will appear in the 'Uploaded Files' section. Edit the file details before continuing.

Note: Multiple documents uploaded within the same transaction will be given the same transaction number. If documents should not be grouped, you will need to file in separate sessions. All PDF documents need to be in searchable text format (optical character recognition (OCR) format) to comply with ADA requirements or your document(s) will be rejected.

Documents uploaded after 5:00pm PST/PDT will be docketed on the next business day. Note that in some cases, filing deadlines may be set earlier than 5:00pm PST/PDT.

File Requirements

Drop files here

Select File

Please select file(s) to upload.

Uploaded Files

Application for Confidential Designation:
application for confidential designation.pdf

Details Required Edit details Remove file

You will need to edit details of the uploaded files before continuing. Cancel and Return to Previous Page

For any questions regarding e-filing, please send an e-mail to e-FilingHelp@energy.ca.gov, or call 916-654-5076

Once you have selected your confidential document(s), click on **Upload File(s)**. You can upload as many separate proposed confidential documents by repeating this same process. Acceptable file types are as follows: pdf, doc, docx, xls, xlsx, ppt, pptx, rtf, txt, dwg, dxf, kmz, kml, jpg, jpeg, tif, tiff, gif, mp3, mp4, avi, wmv, mov, and mpeg.

File Requirements

Maximum file size (per file):
30 MB.

Allowed file types:
pdf, doc, docx, xls, xlsx, ppt, pptx, rtf, txt,
dwg, dxf, kmz, kml, jpg, jpeg, tif, tiff, gif,
wrf, mp4, avi, wmv, mov, mpeg, mp3, wrf,
arf.

Please note: Password protected documents are not accepted and will be rejected.

Please note: Password protected documents and zip file documents are not accepted and will be rejected.

Step 2: Upload Your Documents

Instructions:

- Select Files:** Select the files you wish to upload by clicking the 'Select File(s) to Upload' button. Multiple files can be selected by clicking the button again or, in certain browsers, selecting multiple files. File drag and drop is also available in certain browsers. Note that file requirements apply.
- Upload Files:** Once your files have been selected, they will appear in the 'Files Awaiting Upload' section. Click on the 'Upload' button to transfer the files. Note that in some cases, files may be automatically converted to Portable Document Format (PDF) once they are received.
*For Mac users with iWork software, you can create a PDF file for upload by (1) selecting **Print** from the **File** menu; (2) clicking on **Save as PDF...** from the PDF drop down menu; and (3) Clicking **Save** to save the PDF file on your computer.*
- Provide Details:** After your files have been uploaded, they will appear in the 'Uploaded Files' section. Edit the file details before continuing.

Note: Multiple documents uploaded within the same transaction will be given the same transaction number. If documents should not be grouped, you will need to file in separate sessions. All PDF documents need to be in searchable text format (optical character recognition (OCR) format) to comply with ADA requirements or your document(s) will be rejected.

Documents uploaded after 5:00pm PST/PDT will be docketed on the next business day. Note that in some cases, filing deadlines may be set earlier than 5:00pm PST/PDT.

File Requirements

Drop files here

Select File2 file(s) in queue.

Confidential doc 2.docx (application/vnd.openxmlformats-officedocument.wordprocessingml.document) - 11.86 kb (pending)Remove

Confidential doc 1.docx (application/vnd.openxmlformats-officedocument.wordprocessingml.document) - 11.86 kb (pending)Remove

Upload

Uploaded Files

Application for Confidential Designation:
application for confidential designation.pdf

Details Required✔ Edit details⊙ Remove file

You will need to edit details of the uploaded files before continuing.Cancel and Return to Previous Page

For any questions regarding e-filing, please send an e-mail to E-FilingHelp@energy.ca.gov, or call 916-654-5076

(Revised February 2020)

Page 31

The lock image indicates the file(s) are confidential.

Uploaded Files:

Step 2: Upload Your Documents

Instructions:

- Select Files:** Select the files you wish to upload by clicking the 'Select File(s) to Upload' button. Multiple files can be selected by clicking the button again or, in certain browsers, selecting multiple files. File drag and drop is also available in certain browsers. Note that file requirements apply.
- Upload Files:** Once your files have been selected, they will appear in the 'Files Awaiting Upload' section. Click on the 'Upload' button to transfer the files. Note that in some cases, files may be automatically converted to Portable Document Format (PDF) once they are received.
*For Mac users with iWork software, you can create a PDF file for upload by (1) selecting **Print** from the **File** menu; (2) clicking on **Save as PDF...** from the **PDF** drop down menu; and (3) Clicking **Save** to save the **PDF** file on your computer.*
- Provide Details:** After your files have been uploaded, they will appear in the 'Uploaded Files' section. Edit the file details before continuing.

Note: Multiple documents uploaded within the same transaction will be given the same transaction number. If documents should not be grouped, you will need to file in separate sessions. All PDF documents need to be in searchable text format (optical character recognition (OCR) format) to comply with ADA requirements or your document(s) will be rejected.

Documents uploaded after 5:00pm PST/PDT will be docketed on the next business day. Note that in some cases, filing deadlines may be set earlier than 5:00pm PST/PDT.

File Requirements

Drop files here

Select File

Please select file(s) to upload.

Uploaded Files

Application for Confidential Designation: application for confidential designation.pdf	Details Required	Edit details	Remove file
Confidential doc 1.pdf	Details Required	Edit details	Remove file
Confidential doc 2.pdf	Details Required	Edit details	Remove file

You will need to edit details of the uploaded files before continuing.

Cancel and Return to Previous Page

For any questions regarding e-filing, please send an e-mail to e-FilingHelp@energy.ca.gov, or call 916-654-5076

Next you will need to provide details regarding your filings by clicking on **Edit Details**.

Select **Edit Details**. The **Update File Details** screen will pop up. It is important to fill out as much details as possible about the document because these are the searchable metadata fields. See pages 20 and 21 for tips on populating file details.

When populating the file details for the confidential data, you will need to input a **Confidentiality Sunset Date** or check the **Indefinite** box. If you opt to check the **Indefinite** box, you will need to provide justification in the **Notes** field.

The screenshot shows a web form titled "Update File Details" with a close button (X) in the top right corner. A note at the top states: "Fields denoted by an asterisk (*) are required." The form contains the following fields and controls:

- File Name:** application for confidential designation.pdf
- Title *:** A text input field containing "Application for Confidential Designation" with a character count of "88 Character left out of 128".
- Document Description:** A large text area with a character count of "1024 Character left out of 1024".
- Subject(s):** A dropdown menu showing "Cultural Resources" with a close button (X). Below it are the links "select one or more", a "Clear" button, and a "Select All" button.
- Document Type:** A dropdown menu showing "Document".
- Pages:** A text input field containing "4".
- Confidentiality Sunset Date *:** A date input field that is currently disabled (grayed out). A red arrow points to a checked checkbox labeled "Indefinite - Please provide justification in the Notes field".
- Addressed To:** A text input field containing "CEC/Drew Bohan" with a character count of "114 Character left out of 128".
- Notes:** A text area at the bottom of the form.

At the bottom of the form, there is a red arrow pointing to an orange button labeled "Update File Details" and a gray button labeled "Cancel".

Once the fields are all populated, then click **Update File Details**. You will need to do this for each document you file.

Verify that you have uploaded all the files you wish to submit for docketing and click **Continue to Review & Submit**.

Step 2: Upload Your Documents

Instructions:

- Select Files:** Select the files you wish to upload by clicking the 'Select File(s) to Upload' button. Multiple files can be selected by clicking the button again or, in certain browsers, selecting multiple files. File drag and drop is also available in certain browsers. Note that file requirements apply.
- Upload Files:** Once your files have been selected, they will appear in the 'Files Awaiting Upload' section. Click on the 'Upload' button to transfer the files. Note that in some cases, files may be automatically converted to Portable Document Format (PDF) once they are received.
*For Mac users with iWork software, you can create a PDF file for upload by (1) selecting **Print** from the **File menu**; (2) clicking on **Save as PDF...** from the **PDF drop down menu**; and (3) Clicking **Save** to save the **PDF** file on your computer.*
- Provide Details:** After your files have been uploaded, they will appear in the 'Uploaded Files' section. Edit the file details before continuing.

Note: Multiple documents uploaded within the same transaction will be given the same transaction number. If documents should not be grouped, you will need to file in separate sessions. All PDF documents need to be in searchable text format (optical character recognition (OCR) format) to comply with ADA requirements or your document(s) will be rejected.

Documents uploaded after 5:00pm PST/PDT will be docketed on the next business day. Note that in some cases, filing deadlines may be set earlier than 5:00pm PST/PDT.

File Requirements

Drop files here

Select File

Please select file(s) to upload.

Uploaded Files

Application for Confidential Designation: application for confidential designation.pdf	OK Edit details Remove file
Confidential doc 1.pdf	OK Edit details Remove file
Confidential doc 2.pdf	OK Edit details Remove file

Continue to Review & Submit

[Cancel and Return to Previous Page](#)

Review your filing to ensure accuracy and click on **I Agree & Submit**. If your file is not ready to submit, you can still use the **Edit Details**, **Remove File** and **Cancel and Return to Previous Page** Links.

Step 3: Review Your e-filing

Your Filing

Selected Proceeding
14-AFC-01 eFiling Test Power Plant

Selected Submitter
California Energy Commission

Edit

Your Documents

Document # 1 - Application for Confidential Designation

Title: **Application for Confidential Designation**

Document Description:

Filename: [application for confidential designation.pdf](#)

4 page(s)

Subject(s):

Document Type: Document

Notes to CEC:

Edit details Remove file

Document # 2

Title: **Confidential Document One**

Document Description:

Filename: [Confidential doc 1.pdf](#)

12 page(s)

Subject(s): Cultural Resources

Document Type: Document

Notes to CEC:

Edit details Remove file

Document # 3

Title: **Confidential Document Two**

Document Description:

Filename: [Confidential doc 2.pdf](#)

2 page(s)

Subject(s): Biological Resources

Document Type: Document

Notes to CEC:

Edit details Remove file

☐ This docket may be set to group filings made within a certain period together to reduce the number of e-mails that parties and listserv subscribers receive. Check this box to request that your document(s) be distributed immediately after approval for filing.

I certify under penalty of perjury under the laws of the State of California that on this date I:

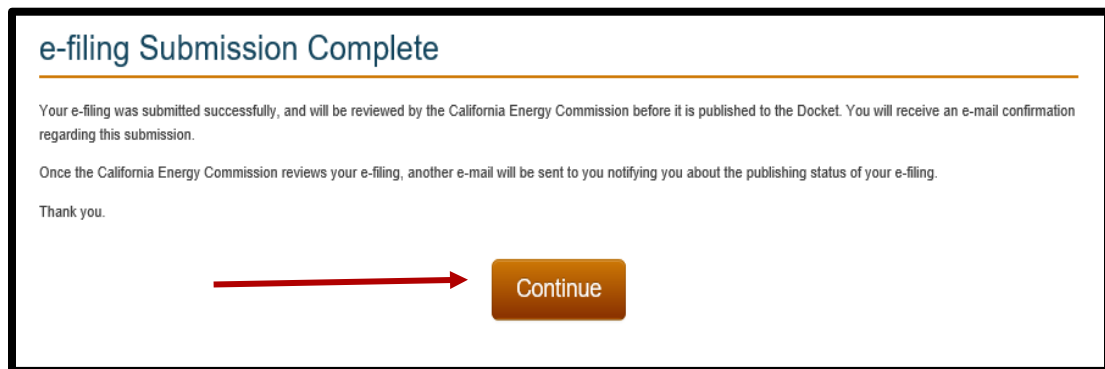
- am legally authorized to submit the accompanying comments or documents,
- have received any required licenses with respect to any copyrights or trademarks applicable to the accompanying documents,
- have determined that the accompanying documents comply with the Energy Commission's guidelines for appropriate submissions, and
- understand that unless my written request for confidentiality has been approved under California Code of Regulations, title 20, section 2505, my written and oral comments, filings (including the accompanying documents), and associated contact information (e.g. address, phone, email, etc.) will become part of the viewable public record and may become publicly available via Google, Yahoo, and any other internet search engines.

For more information about the Commission's procedures for applications for confidentiality, please contact the Chief Counsel's Office at (916) 654-3951. For the instructions and form for requesting a document be given confidential status, see http://www2.energy.ca.gov/commission/chief_counsel/documents/CEC13.pdf

I Agree & Submit

Cancel and Return to Previous Page

Upon successful submission of the files, the system will provide an onscreen message. Next, click **Continue**.



When you click on the **Continue** button, you will be redirected to the Dashboard. In green highlighting, a message confirming your filing will be displayed. Your filing will also show up in **Your Recent Filing e-filing Activity** list.

Dashboard Profile Clients Filings Help

• Your e-filing was submitted successfully. An e-mail has been sent to you confirming your submission.

Welcome **John Q. Public** [Quick Actions](#)

Your Recent e-filing Activity

Showing the latest 25 results

TN #	↓ Date	Docket #	Project Title	Document Title	Visibility	Status
	9/16/2019	14-AFC-01	eFiling Test Power Plant	Confidential Document Two Biological Resources 2 page(s)	Confidential	Pending
	9/16/2019	14-AFC-01	eFiling Test Power Plant	Confidential Document One Cultural Resources 12 page(s)	Confidential	Pending
	9/16/2019	14-AFC-01	eFiling Test Power Plant	Application for Confidential Designation 4 page(s)	Confidential	Pending

The system will also send a confirming email notification to your registered email address.

Dear John Q. Public

Your 3 confidential e-filing(s) were successfully submitted to Docket Number **14-AFC-01**, and will be reviewed by the Docket Unit.

The following file(s) were submitted:

- Title: **Application for Confidential Designation**
4 page(s)
Document Type: Document
- Title: **Confidential Document One**
12 page(s)
Subject(s): Cultural Resources
Document Type: Document
- Title: **Confidential Document Two**
2 page(s)
Subject(s): Biological Resources
Document Type: Document

Another e-mail will communicate the results of the Docket Unit's review.

Thank you.

09/16/2019 10:41:39.407

For e-filing help or questions, send an e-mail to e-FilingHelp@energy.ca.gov, or call 916-654-5076.

If the Docket Unit Staff approves your application, you will receive two confirming emails. The first email will have a link to the docketed application. The second email will be confirming that your confidential data is being reviewed.

Dear John Q. Public,

Your 2 confidential filing(s) submitted on 9/16/2019 11:55:55 AM, to Docket Number 14-AFC-01, have been approved by Dockets staff.

The Application for Confidential Designation associated with your filing(s) has been published to the California Energy Commission website:

The following other document(s) included in your confidential filing are now awaiting confidentiality review:

- Title: **Confidential Document One**
12 page(s)
Document Type: Document
- Title: **Confidential Document Two**
2 page(s)
Document Type: Document

You will be notified again as to the status of your confidential filing(s) once the confidentiality review is complete.

After the Docket Unit Staff approves the application, the confidential document(s) will be forwarded to the Confidentiality Attorney for review before they are entered into the respective docket.

If the Docket Unit staff rejects the Application for Confidentiality, the entire filing will be removed from the system and you will receive an email reflecting the reason for rejection as shown below:

Your 3 confidential filing(s) rejected

Dear John Q. Public,

Your 3 confidential filing(s) submitted on 9/16/2019 9:18:30 AM, to Docket Number **14-AFC-01**, have been rejected by the California Energy Commission.

The reason for rejection is:

- no data was submitted with your application

5 Account Creation and Profile Maintenance

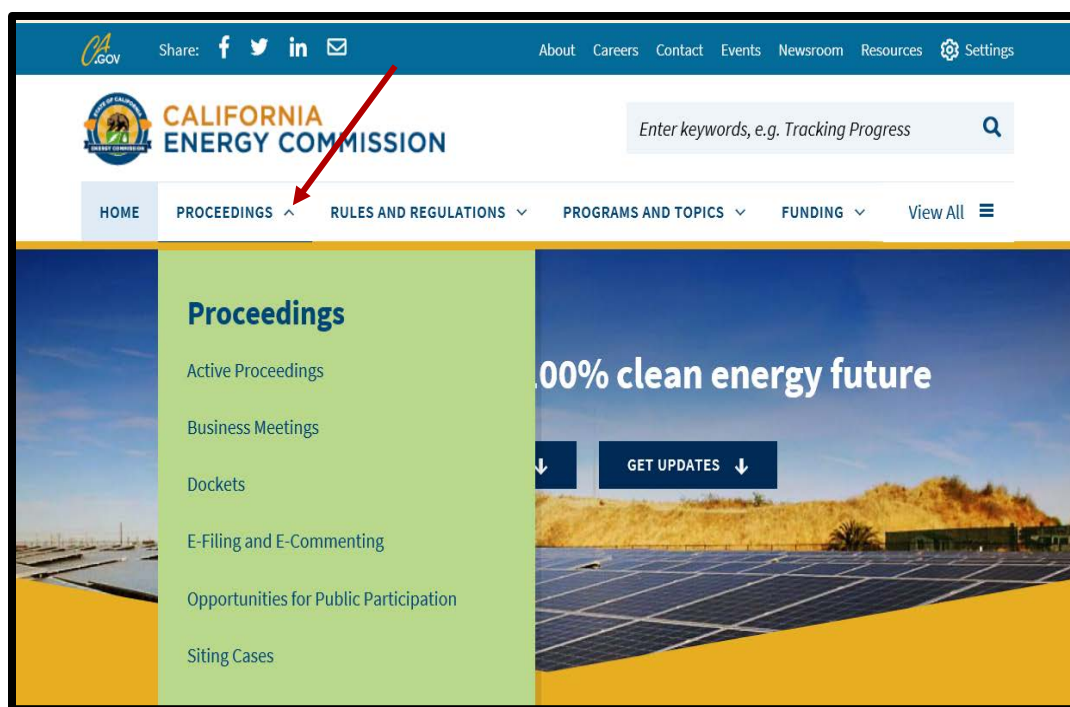
The e-filing system is a quick and easy way for the recognized parties to file necessary documentation for proceedings. The e-filing system requires document submitters to register before submitting documents. The system allows submitters to submit documents, submit confidential documents, view submission history, update the submitter profile, and recover forgotten passwords.

5.1 Accessing the system and User Registration

As a submitter, you access the e-filing system by navigating from the Energy Commission website. To create an account, log in to the California Energy Commission's website:

<https://www.energy.ca.gov/>

Click on the **PROCEEDINGS** arrow for the drop down menu.



1. Click on **E-filing and E-Commenting**.
2. Click on **E-File Document for a Proceeding** in the **POPULAR LINKS** box located on the right hand side of the screen. The system will take you to the Log In screen shown on the following page.

3. The first time you log in, you will need to **Register as a New User**.

CA.gov | Contact Us | Accessibility | Quick Links

Home | About Us | Analysis & Stats | Efficiency | Funding | Power Plants | Renewables | Research | Transportation

Please log in.

Log In

Email

Password

[Forgot your password?](#)

Don't have an account?

You are required to complete a simple, one-time registration to create your e-filing account. Mandatory fields include name, email address, and password. You are asked to provide a security question and answer in case you forget your password.

If you are filing on behalf of a client, you need to include your organization's contact information, as well as your client's information. This will simplify searches for multiple clients. You can add an unlimited number of clients into the system.

You will also be required to verify a CAPTCHA to ensure the profile is being created by a person and not by automated scripts. You will need to check the box next to **I'm not a Robot**. A screen may pop up asking you to verify specific pictures. Upon approval, you will get a green checkmark in the box.

After you agreed to the Terms of the Use and click the **Agree & Create Account** button, the system will register you and send an automated email informing you that you are able to log into the e-filing application and submit documents.

Register

Fields denoted by an asterisk (*) are required.

Your Information

Full Name *
John Q. Public

Email Address *
Johnqpublic@email.com

Password * [Password Requirements](#)

Confirm Password *

Security Question * [in case you forget your password](#)
Middle Name and PIN

Security Answer *
Queue1234

Phone Number *
916-123-1234


Organization Information

Organization * [More Information](#)
self

Business Address

Address 2

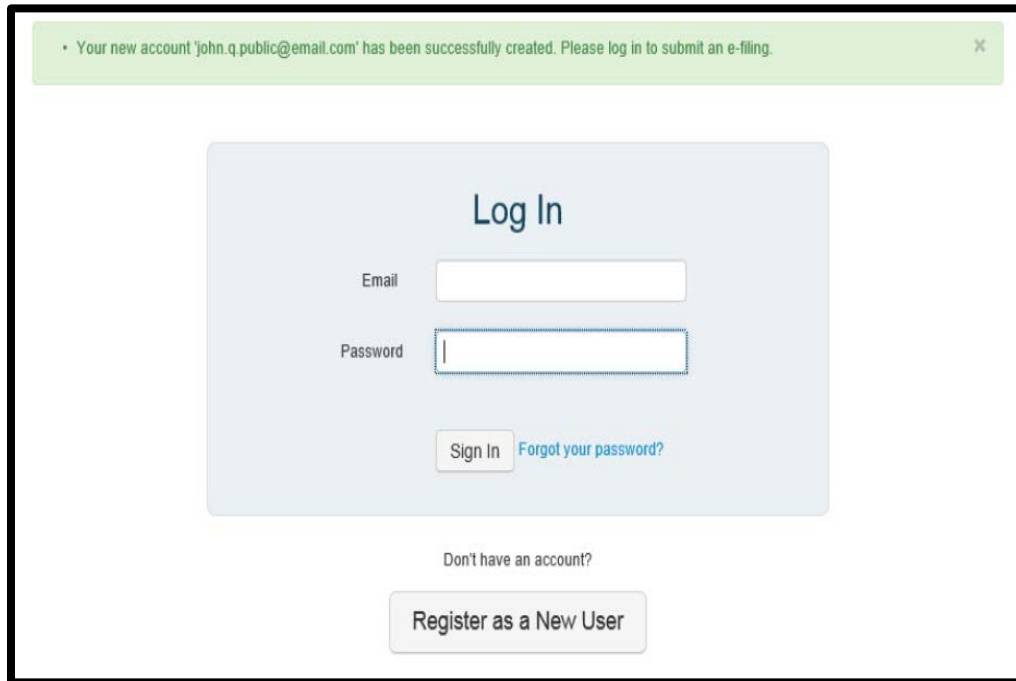
City
State CA ☐ Zip
Business Phone Number
Business Fax Number

☒ I'm not a robot 

Terms of Use: By submitting the documents or comments to the California Energy Commission, I understand that I am agreeing to follow the business principles and guidelines established by the Commission for use of this system. If any documents or comments do not conform with the business principles or guidelines, my documents or comments may be rejected by the Commission. In downloading any documents from the Commission's website, I understand that the Commission is not ensuring or guaranteeing that the documents do not contain viruses or other problems that may interfere with the proper operation of my computer. I understand that I must have my own software to read the downloaded documents as the Commission will not supply such software to me.

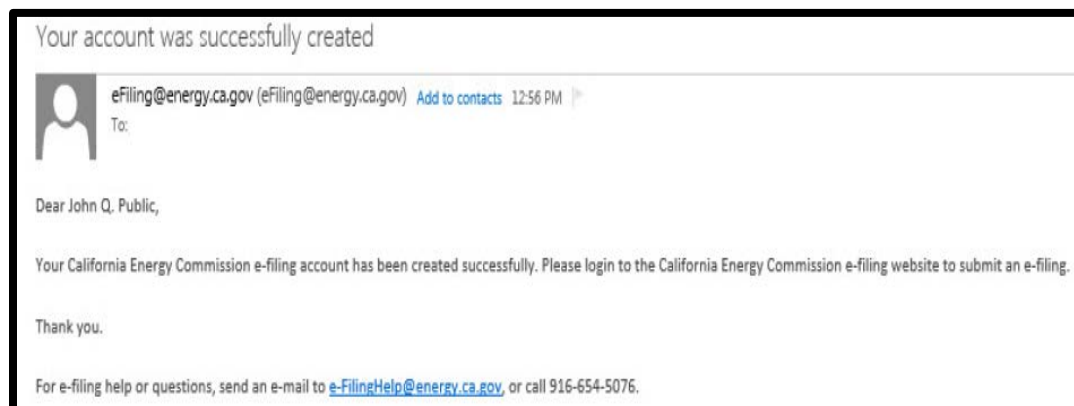
Agree & Create Account [Cancel and Return to Previous Page](#)

Next you will be redirected back to the Log In page where you will see a message confirming your account. Please note the messages in green text, they show the status of your previous action.



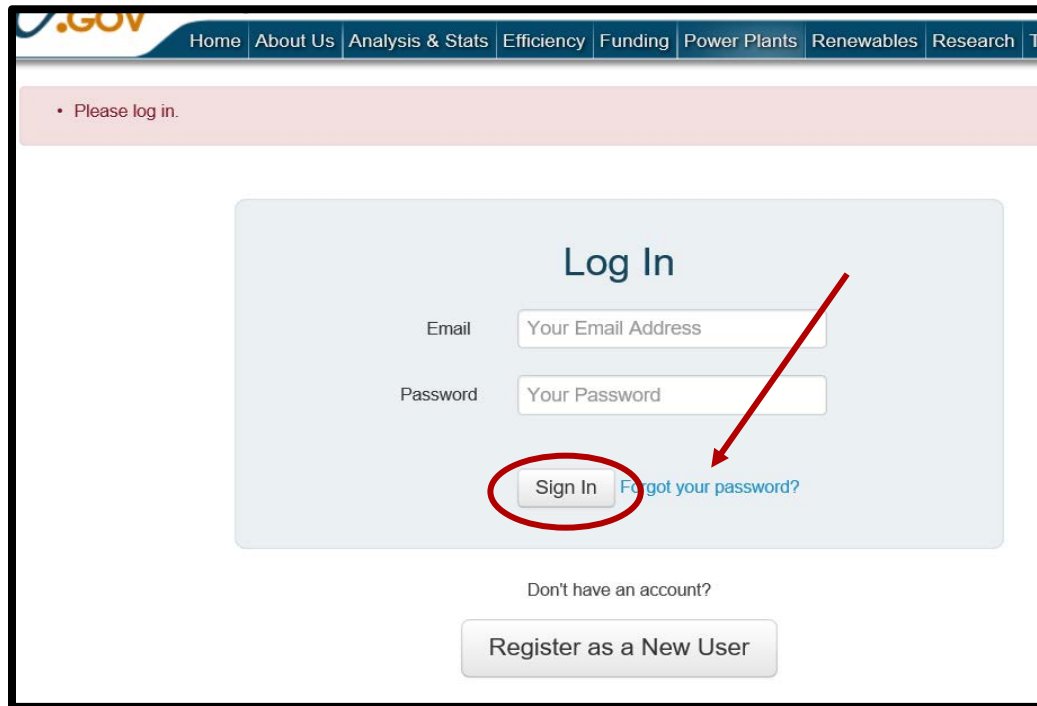
The screenshot shows a web interface for logging in. At the top, a green banner contains a message: "Your new account 'john.q.public@email.com' has been successfully created. Please log in to submit an e-filing." Below this is a light blue box titled "Log In". Inside this box are two input fields: "Email" and "Password". Below the "Password" field is a "Sign In" button and a link "Forgot your password?". Below the "Log In" box is a link "Don't have an account?" and a button "Register as a New User".

You will also receive an email confirming the setup of your account.



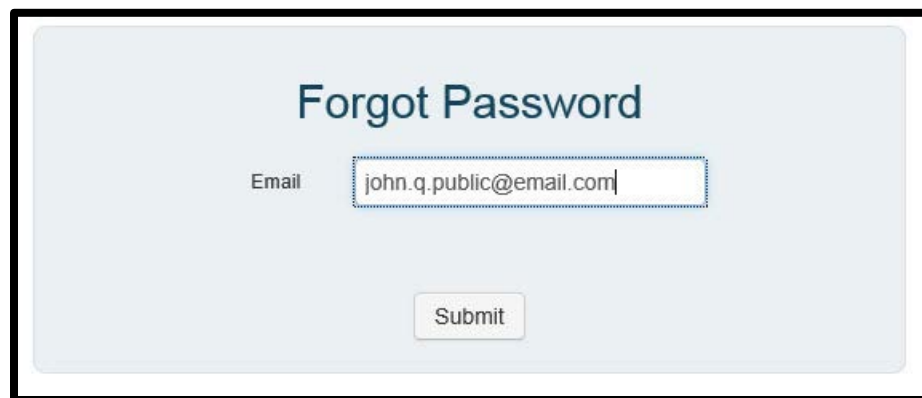
5.2 Lost Password

If you forget your password, you can reset it by clicking on **Forgot your password** on the Log In screen.



The screenshot shows the top navigation bar with links: Home, About Us, Analysis & Stats, Efficiency, Funding, Power Plants, Renewables, Research, and T. Below the navigation bar is a pink banner with the text "Please log in." The main content area is a light blue box titled "Log In". It contains two input fields: "Email" with the placeholder "Your Email Address" and "Password" with the placeholder "Your Password". Below the password field is a "Sign In" button, which is circled in red. To the right of the "Sign In" button is a blue link "Forgot your password?". A red arrow points from the "Forgot your password?" link to the "Sign In" button. Below the "Log In" box is a link "Don't have an account?" and a button "Register as a New User".

Next, the system will prompt you to enter your registered email address.



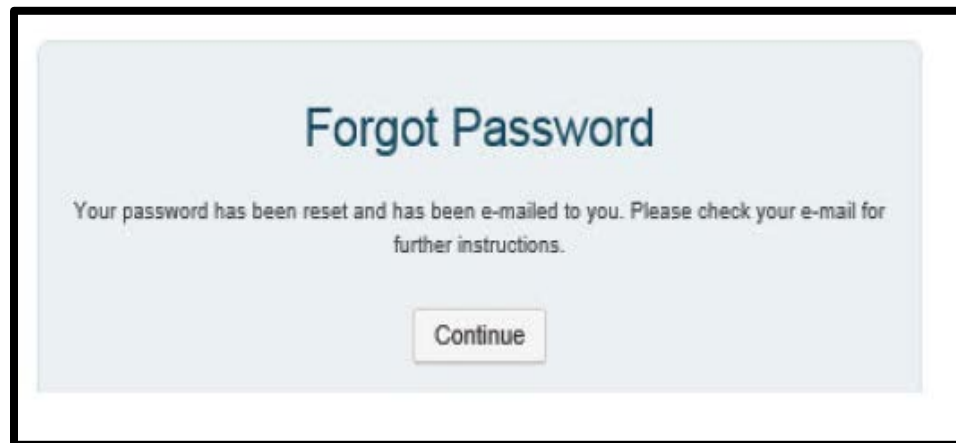
The screenshot shows a light blue box titled "Forgot Password". It contains an "Email" label and an input field with the placeholder "john.q.public@email.com". Below the input field is a "Submit" button.

The system will ask for the answer to the security question you set up when creating your account. Click **Submit**.



The screenshot shows a 'Forgot Password' form. At the top, the title 'Forgot Password' is displayed in a large, dark blue font. Below the title, the form contains three fields: 'Email' with the value 'john.q.public@email.com', 'Security Question' with the value 'Middle Name and PIN', and 'Answer' with the value 'queue1234'. The 'Answer' field is highlighted with a dashed blue border. At the bottom of the form is a 'Submit' button. A red arrow points from the right side of the form towards the 'Submit' button.

Next, you will see a pop-up (shown below) letting you know that a new password has been emailed to you with further instructions.

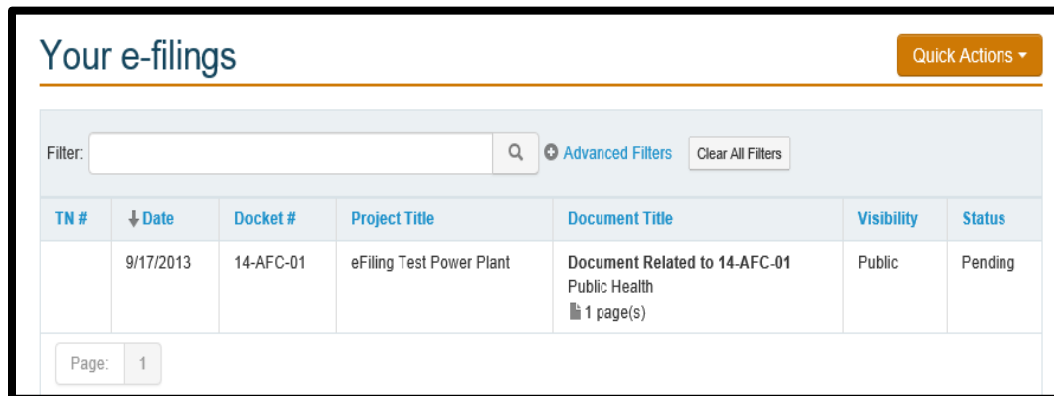


The screenshot shows a 'Forgot Password' confirmation message. At the top, the title 'Forgot Password' is displayed in a large, dark blue font. Below the title, the message reads: 'Your password has been reset and has been e-mailed to you. Please check your e-mail for further instructions.' At the bottom of the message is a 'Continue' button.

If you do not have access to your old email address, you will need to create a new account. If the email address is forgotten, the user will need to call the Docket Unit Staff to obtain this information.

5.3 User Dashboard

Your default page will be the Dashboard. This page will have information about your previous filings, including Transaction Number (TN#) and Docketed Date (if approved) or Rejection Date, Docket Number, Project Title, Visibility, and Status.



TN #	↓ Date	Docket #	Project Title	Document Title	Visibility	Status
	9/17/2013	14-AFC-01	eFiling Test Power Plant	Document Related to 14-AFC-01 Public Health 1 page(s)	Public	Pending

5.4 User Profile Management

By selecting the **PROFILE** tab, you can update your profile, change your email address, or change your password. Note – Any email or mailing address change made will not automatically be transferred to any Proof of Service or other distribution lists; you must also notify Energy Commission’s Docket Unit or Hearing Adviser’s Office about this change so they can update the appropriate list(s).



CA .GOV CALIFORNIA ENERGY COMMISSION

WELCOME John Q. Public | energy.ca.gov | Logout

DASHBOARD PROFILE CLIENTS FILINGS HELP

View Profile

Your Information

John Q. Public
p. 916-567-1472
john.q.public@email.com

Organization Information

Self
3835 N. Freeway Blvd, Suite # 110
Sacramento, CA 95742
p. 916-567-1740
f. 916-567-1741

Edit Your Profile Change Your Email Address Change Your Password

When a user clicks on the **Edit Your Profile** button, a new window will appear where you update your account with additional user profile information and firm information.

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WELCOME John Q. Public | energy.ca.gov | Logout

DASHBOARD PROFILE CLIENTS FILINGS HELP

Edit Profile

Fields denoted by an asterisk (*) are required.

Your Information

Full Name *
John Q. Public

Email Address *
john.q.public@email.com

Change Your Email Address Change Your Password

Phone Number *
916-567-1472

Organization Information

Organization * [More Information](#)
Self

Business Address
3835 N. Freeway Blvd

Address 2
Suite # 110

City State Zip
Sacramento CA 95742

Business Phone Number Business Fax Number
916-567-1740 916-567-1741

Update Your Account Cancel and Return to Previous Page

After updating your account, in this sample with a new business phone number, you will need to click on the **Update Your Account** button and the e-filing system will send a confirmation to your email address.

Your profile information has been successfully updated

eFiling@energy.ca.gov (eFiling@energy.ca.gov) [Add to contacts](#) 12:53 PM

To: John Q. Public

Dear John Q. Public,

Your California Energy Commission e-filing profile information has been successfully updated.

If you feel that this is in error, or that your account has been compromised, please contact the California Energy Commission.

Thank you.

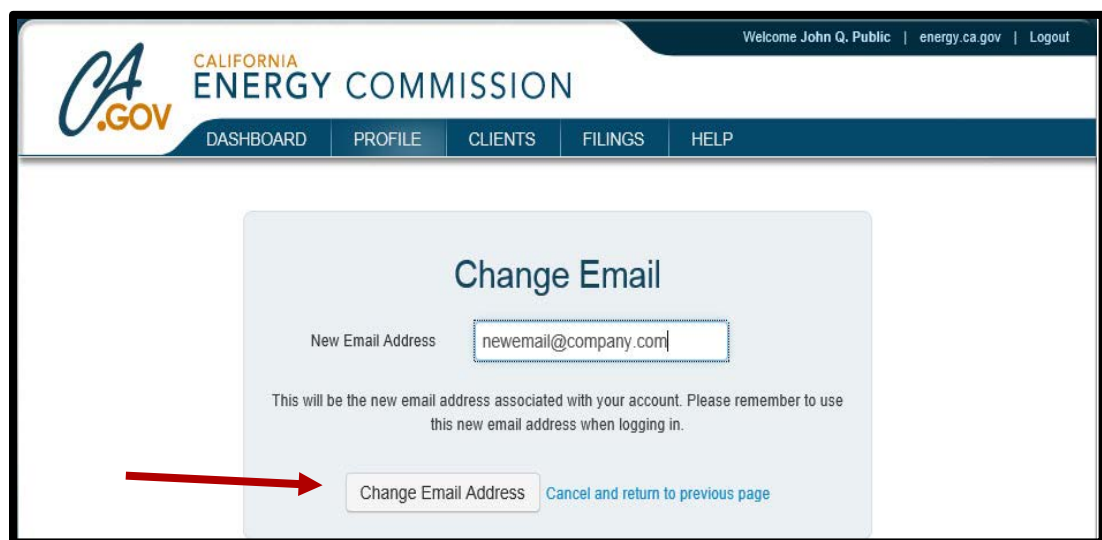
For e-filing help or questions, send an e-mail to e-FilingHelp@energy.ca.gov, or call 916-654-5076.

This is an automated e-mail message. Please do not reply to this e-mail.

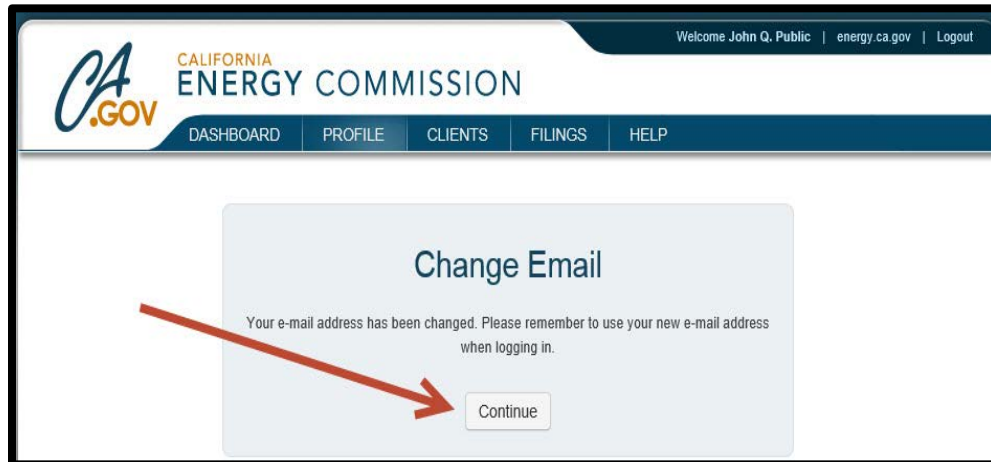
If you want to change your email address, you click on the **Change Your Email Address** button.



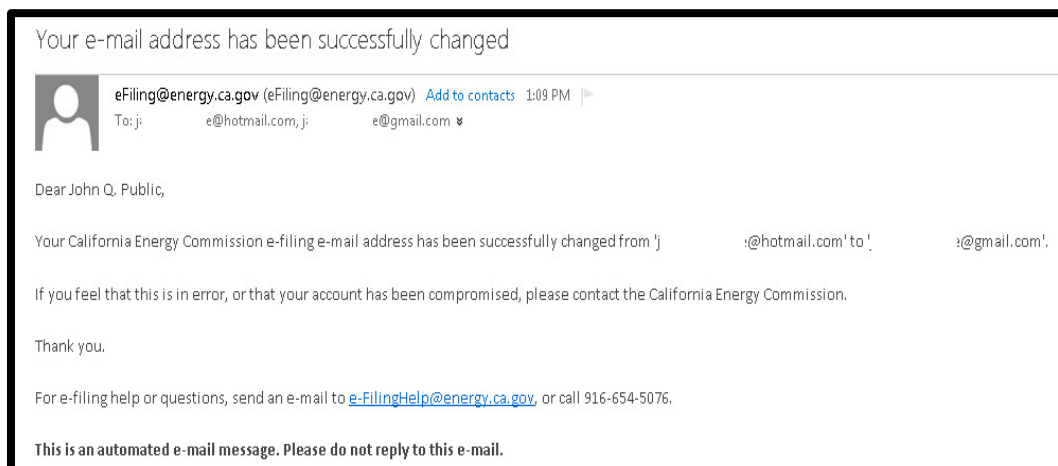
You enter the new email address, as shown below, and click the **Change Email Address** button.



Next you should see the confirmation screen. Select **Continue**.



After changing your email account, you will receive an email to the new address confirming the change.



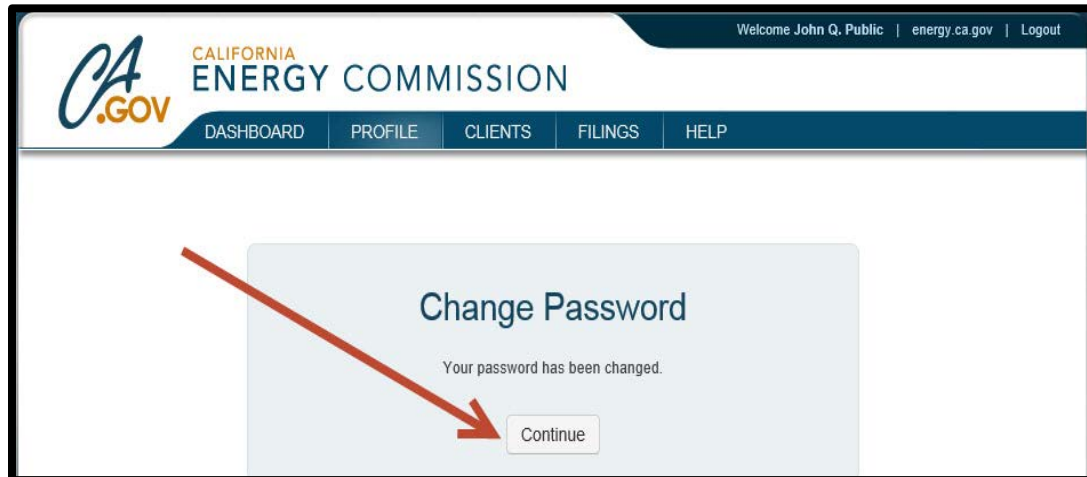
If you want to change your password, click on the **Change Password** button.



You will need to input your current password and the new password. Click **Change Your Password**.

This screenshot shows the 'Change Password' form. It contains three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. Each field is filled with dots to represent masked text. Below the input fields, there are two buttons: 'Change Your Password' and 'Cancel and return to previous page'. A red arrow points to the 'Change Your Password' button from the left side of the page.

Next you will see the confirmation screen. Click **Continue** to return to the Dashboard.

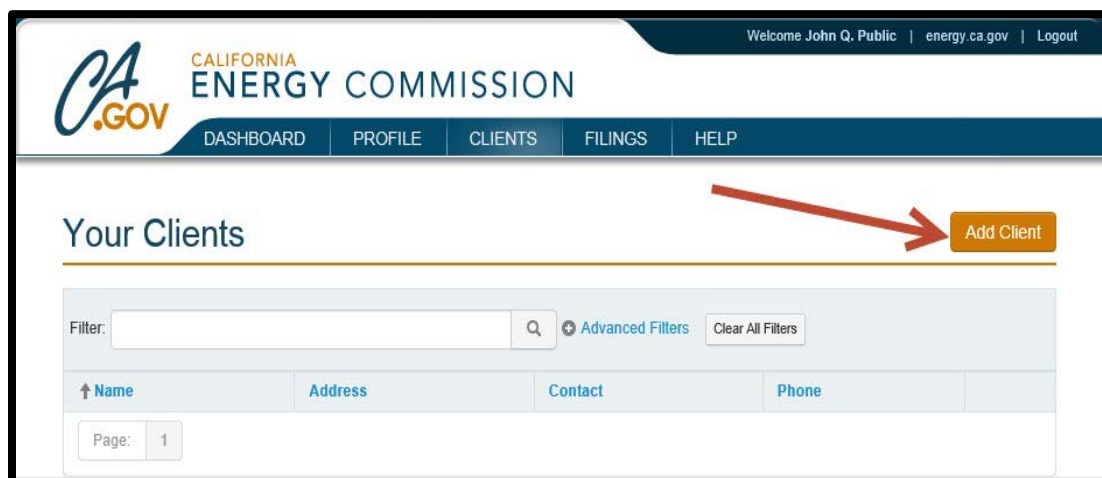


5.5 Client Profile Management

Click on the **CLIENTS** tab to add, modify, or delete clients.



This will bring you to the list of **Your Clients**. To add a client select the **Add Client** button.



Clicking on this will direct you to the **Add/Edit Client Information** page. Once you fill out the mandatory and optional information fields for the client, click the **Save Client Profile** button.

CA.GOV CALIFORNIA ENERGY COMMISSION

WELCOME John Q. Public | energy.ca.gov | Logout

DASHBOARD PROFILE CLIENTS FILINGS HELP

Add/Edit Client Information

Fields denoted by an asterisk (*) are required.

Client Information

Name *
Reliable Testing Group

Business Address
888 Main Street

Address 2
Suite 100

City
Sacramento

State
CA

Zip
95834

Phone Number
916-555-1000

Fax Number

Contact Information

Contact Name
Bill W. Smith

Email Address
billw@noemail.com

Phone Number
916-555-9999

Save Client Profile [Cancel and Return to Previous Page](#)

After you enter the mandatory fields and click the **Save client Profile** button, the new client will appear in the **Your Clients** list.

CA.GOV CALIFORNIA ENERGY COMMISSION

WELCOME John Q. Public | energy.ca.gov | Logout

DASHBOARD PROFILE CLIENTS FILINGS HELP

Client 'Reliable Testing Group' was saved successfully.

Your Clients

[Add Client](#)

Filter: [Advanced Filters](#) [Clear All Filters](#)

Name	Address	Contact	Phone	
Center for Energy Awareness	1234 Main Street, Unit 9 Any Town, CA 91234	Jane Doe	213-555-1212	Edit
Reliable Testing Group	888 Main Street, Suite 100 Sacramento, CA 95834	Bill W. Smith billw@noemail.com	916-555-1000	Edit

Page: 1

To edit a client, select the **Edit** button.

The screenshot shows the 'Your Clients' page with a table of clients. A red arrow points to the 'Edit' button for the client 'Cente for Energy Awareness'.

Name	Address	Contact	Phone	
Cente for Energy Awareness	1234 Main Street, Unit 9 Any Town, CA 91234	Jane Doe	213-555-1212	Edit

Clicking on the Edit button will direct you to the **Add/Edit Client Information** page. Once you edit or update the client profile, click the **Save Client Profile** button.

The screenshot shows the 'Add/Edit Client Information' page with two sections: 'Client Information' and 'Contact Information'. A red arrow points to the 'Save Client Profile' button.

Client Information

Name *
Reliable Testing Group

Business Address
888 Main Street

Address 2
Suite 100

City
Sacramento

State
CA

Zip
95834

Phone Number
916-555-1000

Fax Number

Contact Information

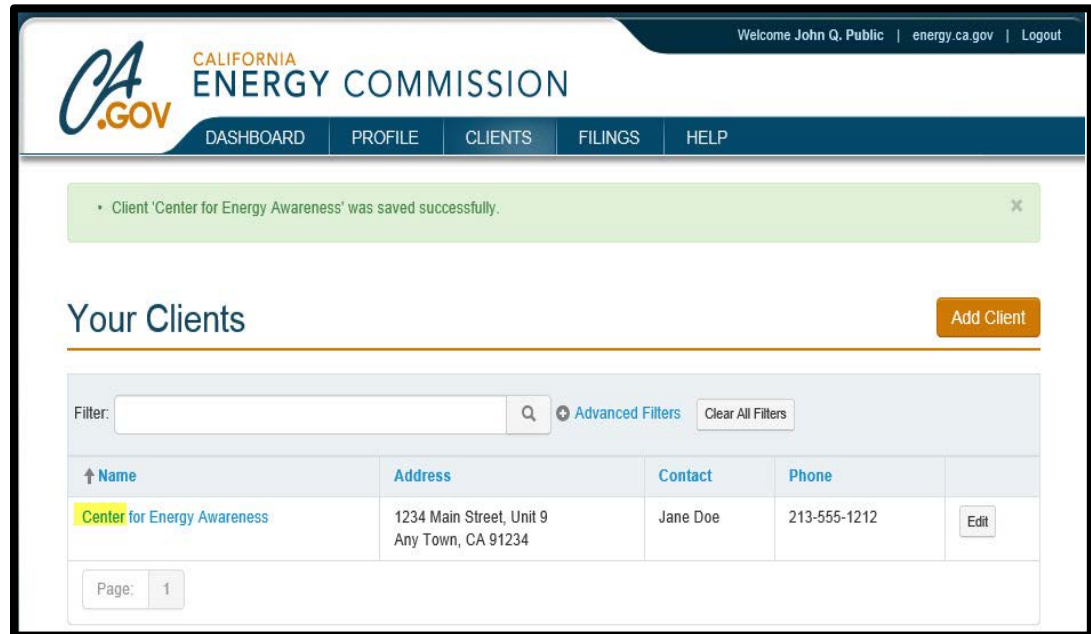
Contact Name
Bill W. Smith

Email Address
billw@noemail.com

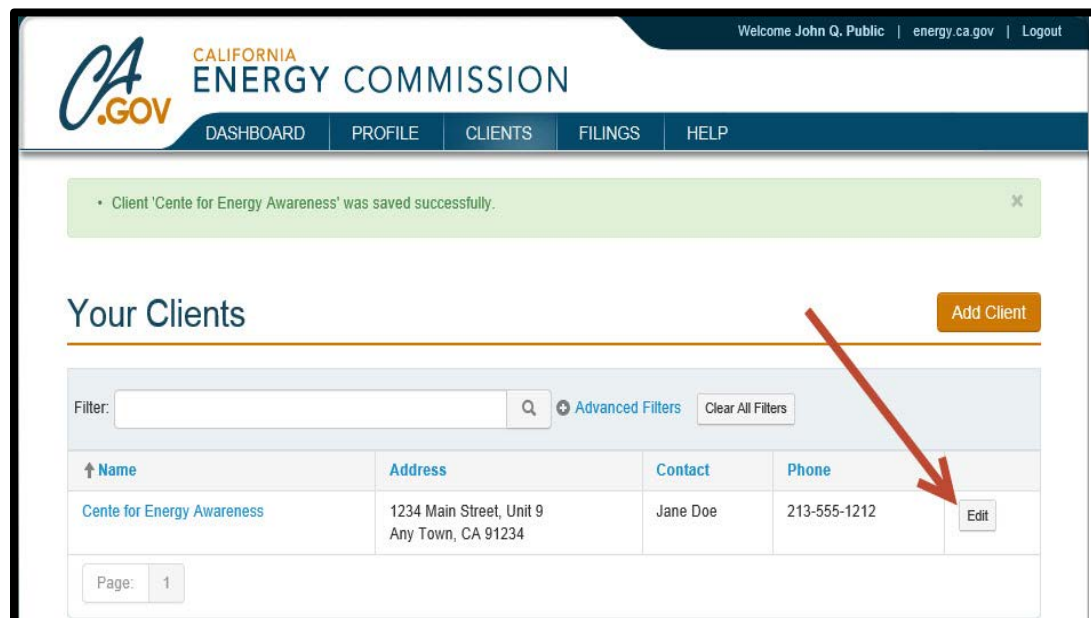
Phone Number
916-555-9999

[Save Client Profile](#) [Cancel and Return to Previous Page](#)

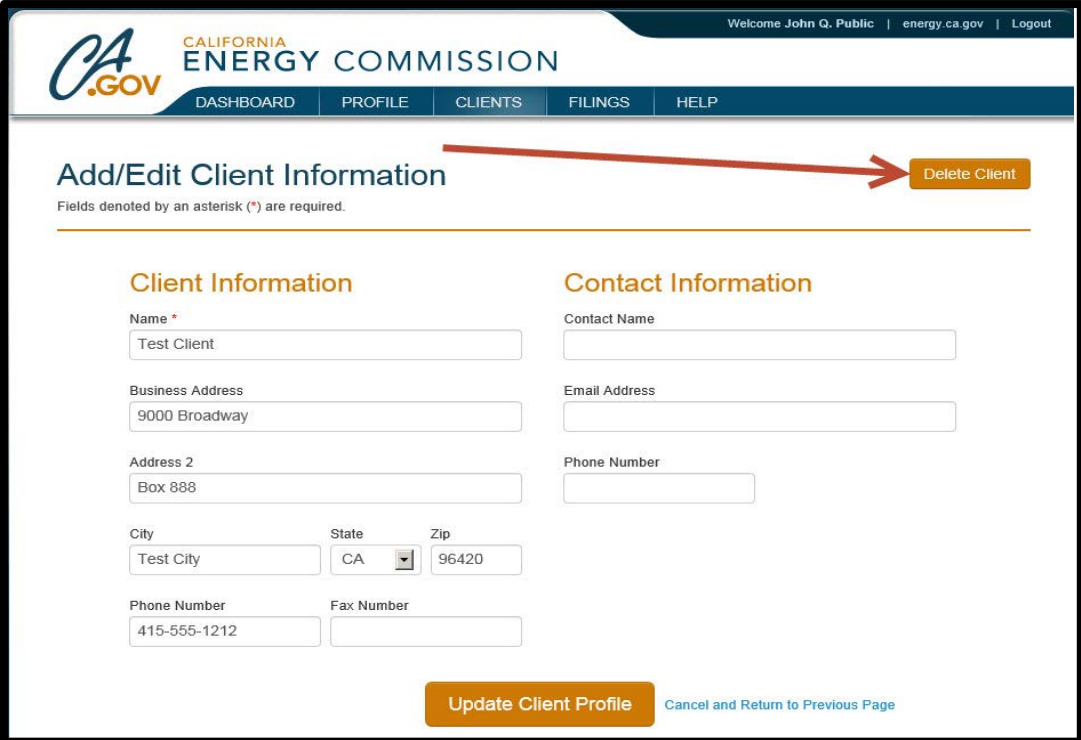
The changes will reflect in the **Your Clients** list.



To delete a client, click on the **Edit** button.

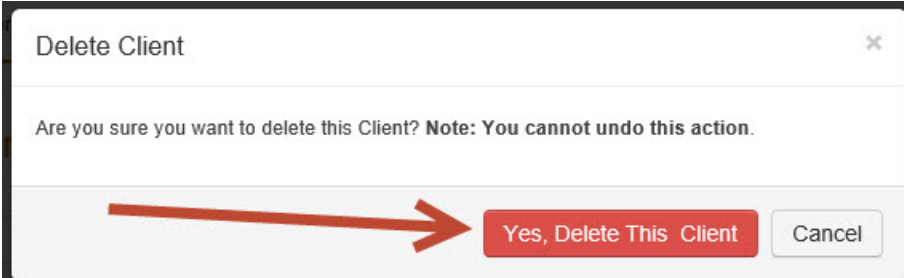


This will take you to the **Add/Edit Client Information** page. Click on the **Delete Client** button.



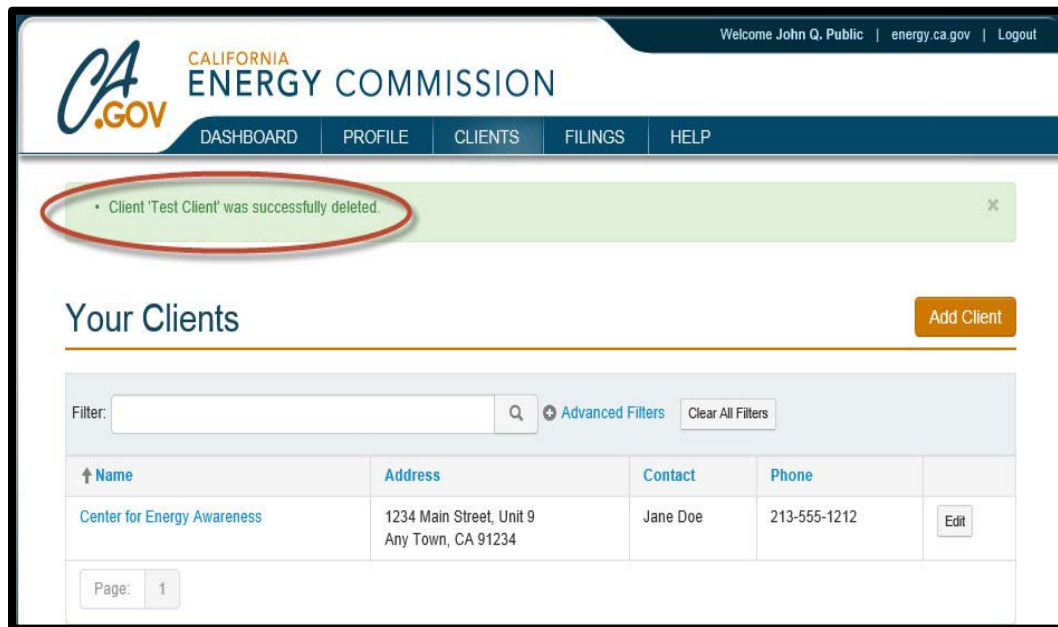
The screenshot shows the 'Add/Edit Client Information' page of the California Energy Commission's CA.GOV portal. The page has a header with the logo and navigation links: DASHBOARD, PROFILE, CLIENTS, FILINGS, and HELP. A red arrow points from the 'Delete Client' button in the top right corner to the main content area. The main content area is divided into two columns: 'Client Information' and 'Contact Information'. The 'Client Information' column contains fields for Name (Test Client), Business Address (9000 Broadway), Address 2 (Box 888), City (Test City), State (CA), Zip (96420), Phone Number (415-555-1212), and Fax Number. The 'Contact Information' column contains fields for Contact Name, Email Address, and Phone Number. At the bottom of the page, there are two buttons: 'Update Client Profile' and 'Cancel and Return to Previous Page'.

The system will prompt you to confirm the deletion. Select **Yes, Delete this Client**.



The screenshot shows a 'Delete Client' confirmation dialog box. The dialog has a title bar with a close button (X). The main text asks: 'Are you sure you want to delete this Client? Note: You cannot undo this action.' At the bottom, there are two buttons: 'Yes, Delete This Client' and 'Cancel'. A red arrow points from the left towards the 'Yes, Delete This Client' button.

You will receive a confirmation message highlighted in green stating that the delete was successful. Additionally, the system will send a confirming message to your email account.

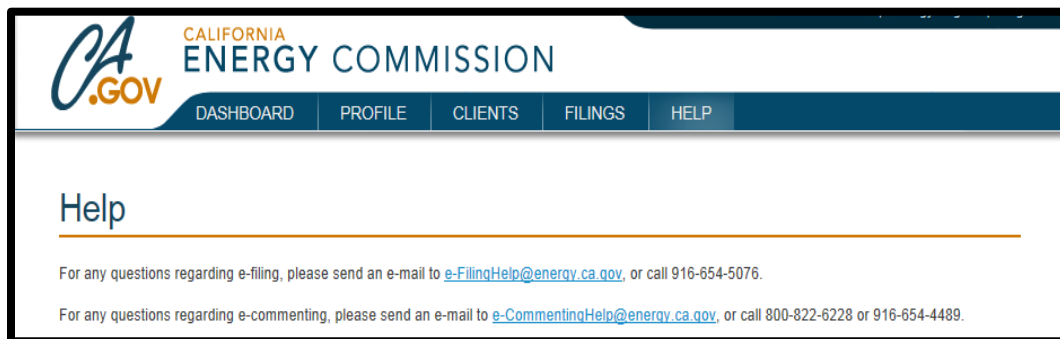


6 Help

Click on the **Help** tab to get assistance during e-filing or e-commenting.

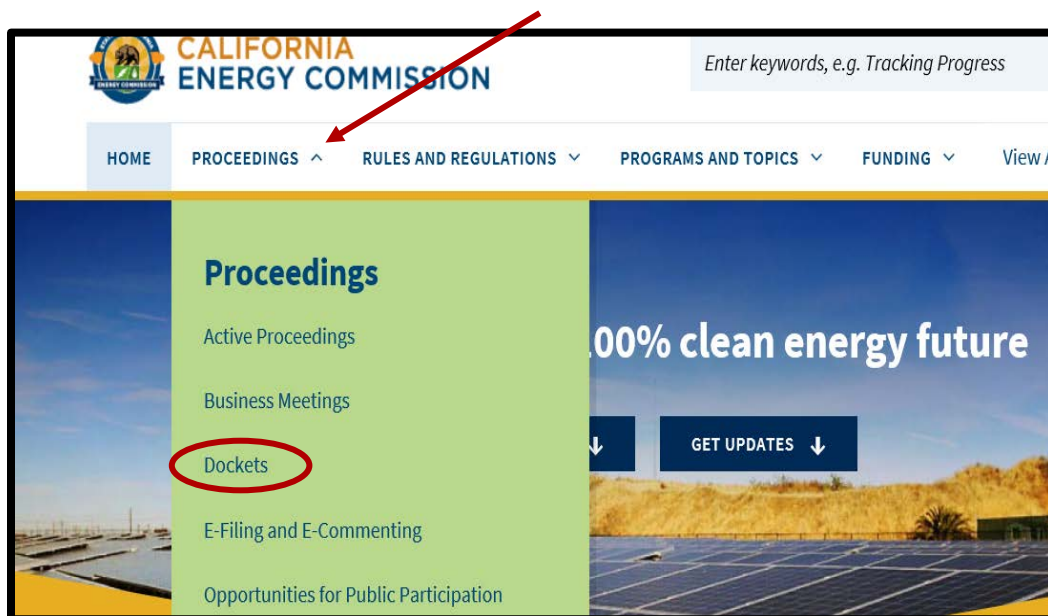


The User's Guide can also be accessed from the **Help** tab.



7 View Docket Webpage/Docket Log for All Other Proceedings

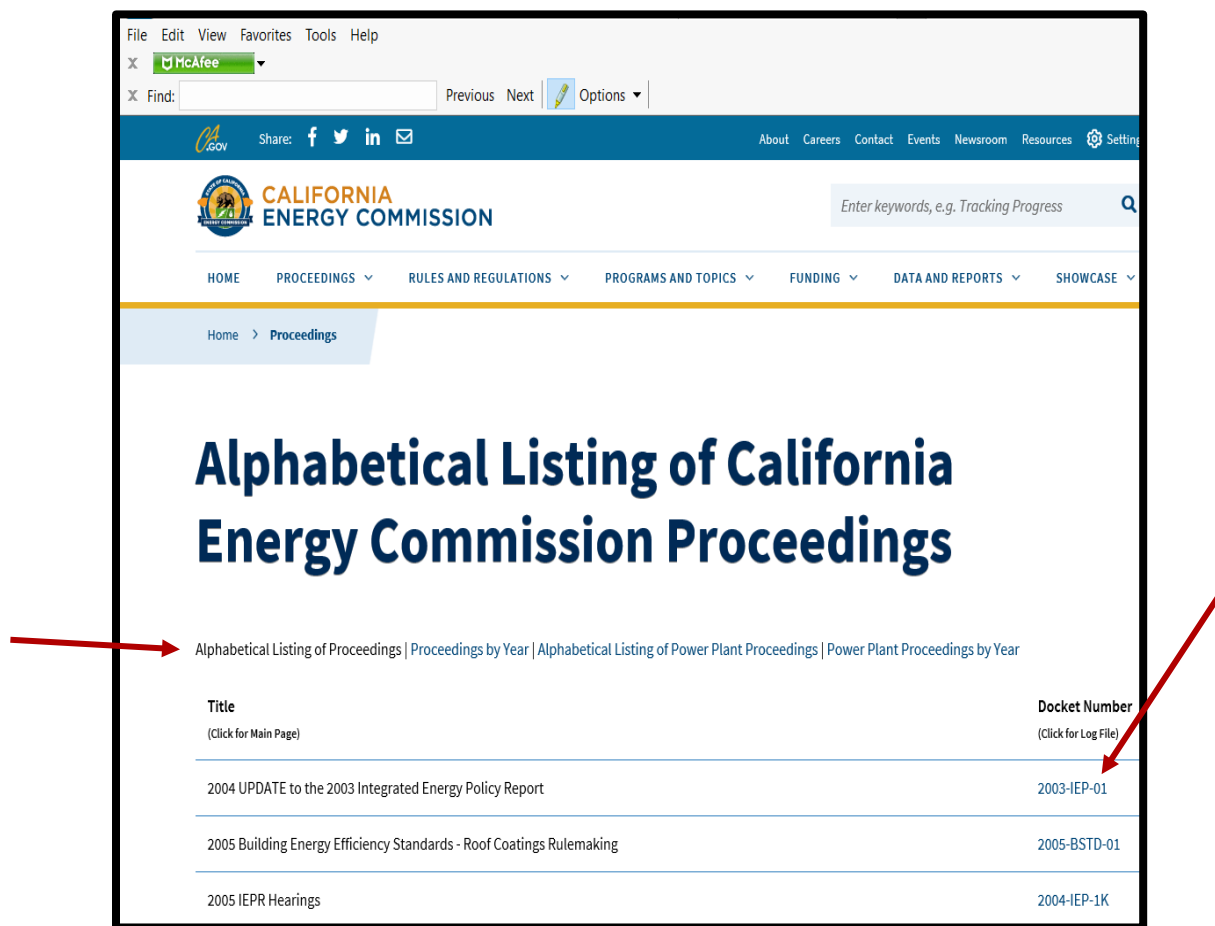
From the Energy Commission's website, select the **Proceedings** drop down arrow, click on **Dockets**. You will be taken to the **Alphabetical Listing of California Energy Commission Proceedings** webpage.



To view the docket webpage for the Proceedings that are not power plants, click the **Name of the Proceedings** link on the left hand side that is highlighted.

Note: Not all proceedings have webpages or documents in the docket logs.

To view the docket log, click on the Docket Number highlighted link on the right hand side and you will be directed to the docket log.



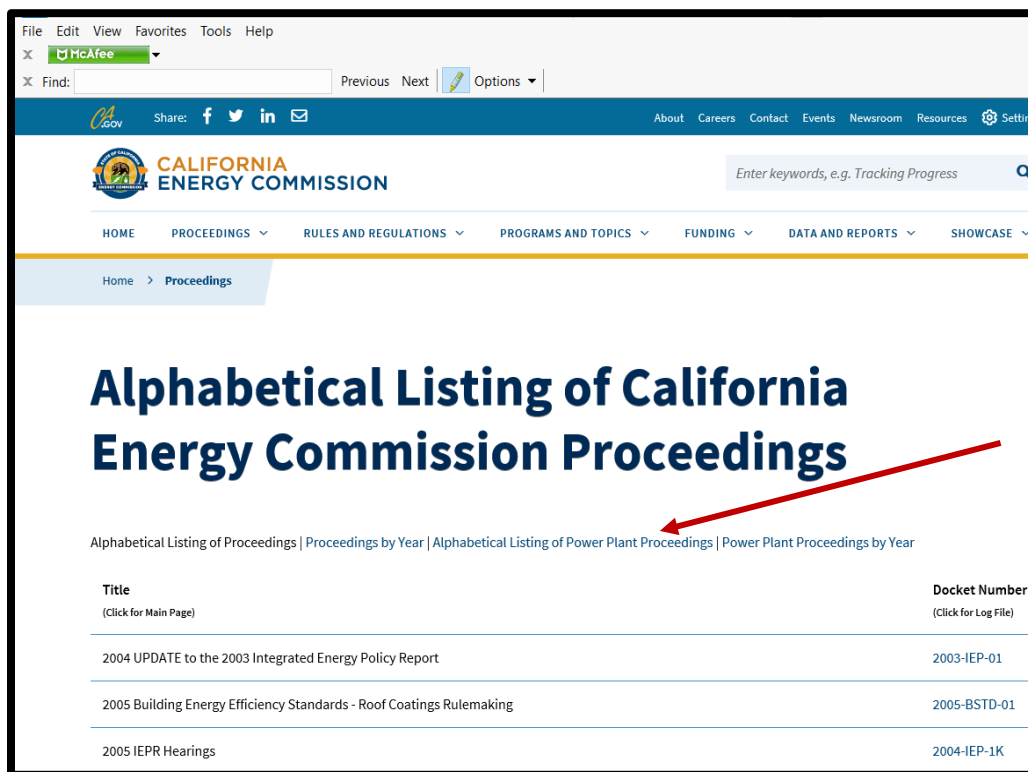
Helpful tips: Once you have selected a specific proceeding home page, click on the **Edit** tab on the top ribbon and scroll down on the drop down menu to the **Find on this Page** and click on it. Type the Docket Number in the **Find** box located on the top ribbon and click **Enter** on your keyboard. The Docket Number link will be highlighted. Click on the link and you will be directed to the Docket Log.

8 View Docket Webpage/Docket Log for Power Plant Proceedings

From the Energy Commission's website, select the **Proceedings** drop down arrow, click on **Dockets**. You will be taken to the **Alphabetical Listing of California Energy Commission Proceedings** webpage.



To view the docket webpage for the Power Plant Proceedings, click the **Alphabetical Listing of Power Plant Proceedings** link.



Click on the **Title** of the proceeding you would like to view. Only active proceedings will have active links. You will be directed to the webpage containing the Power Plant Proceeding.

The screenshot shows the California Energy Commission website. The main heading is 'Alphabetical Listing of California Energy Commission Power Plant Proceedings'. Below this is a table with two columns: 'Title (Click for Main Page)' and 'Docket Number (Click for Log File)'. The table lists several proceedings, with 'Alamitos Energy Center' highlighted by a red arrow. The table also includes links for 'Alphabetical Listing of Proceedings', 'Proceedings by Year', 'Alphabetical Listing of Power Plant Proceedings', and 'Power Plant Proceedings by Year'.

Title (Click for Main Page)	Docket Number (Click for Log File)
AES Newhall, Inc.	85-SPPE-06
AES Placerita	84-SPPE-01
AES Placerita - Compliance	84-SPPE-01C
Alamitos Energy Center	13-AFC-01
Alamitos Energy Center - Compliance	13-AFC-01C

To view the documents in the power plant proceeding, click on the **Documents for this Proceeding (Docket Log)** link in the blue box.

The screenshot shows the 'Alamitos Energy Center' page. The page features a header with navigation links: Home, Proceedings, Rules and Regulations, Programs and Topics, Funding, Data and Reports, and Showcase. Below the header is a large image of two workers in hard hats and safety vests. The main content area is titled 'Alamitos Energy Center' and includes a 'Docket Number' section with links for '13-AFC-01 (Application For Certification)' and '13-AFC-01C (Compliance Proceeding)'. A 'Project Status' section indicates 'Licensed; In Compliance Phase'. A 'Compliance Proceeding' section contains a list of links: 'Submit e-Comment', 'Submit e-Filing', 'Documents for this Proceeding (Docket Log)', 'Exhibit List', 'Proof of Service List', 'Proof of Service Declaration Form MS Word or PDF', and 'Search Documents in this Proceeding'. A red arrow points to the 'Documents for this Proceeding (Docket Log)' link.

Alternatively, you can view published documents in the in the Power Plant Proceedings Docket Logs, click the **Alphabetical Listing of Power Plant Proceedings** link.

To view the docket log, click on the Docket Number link and you will be directed to the docket log. Not all proceedings have documents in the docket logs.

The screenshot shows the California Energy Commission website. The main heading is 'Alphabetical Listing of California Energy Commission Power Plant Proceedings'. Below this, there is a breadcrumb trail: 'Alphabetical Listing of Proceedings | Proceedings by Year | Alphabetical Listing of Power Plant Proceedings | Power Plant Proceedings by Year'. A table lists the proceedings with two columns: 'Title (Click for Main Page)' and 'Docket Number (Click for Log File)'. The table contains five rows of data. A red arrow points to the '13-AFC-01C' docket number link in the last row.

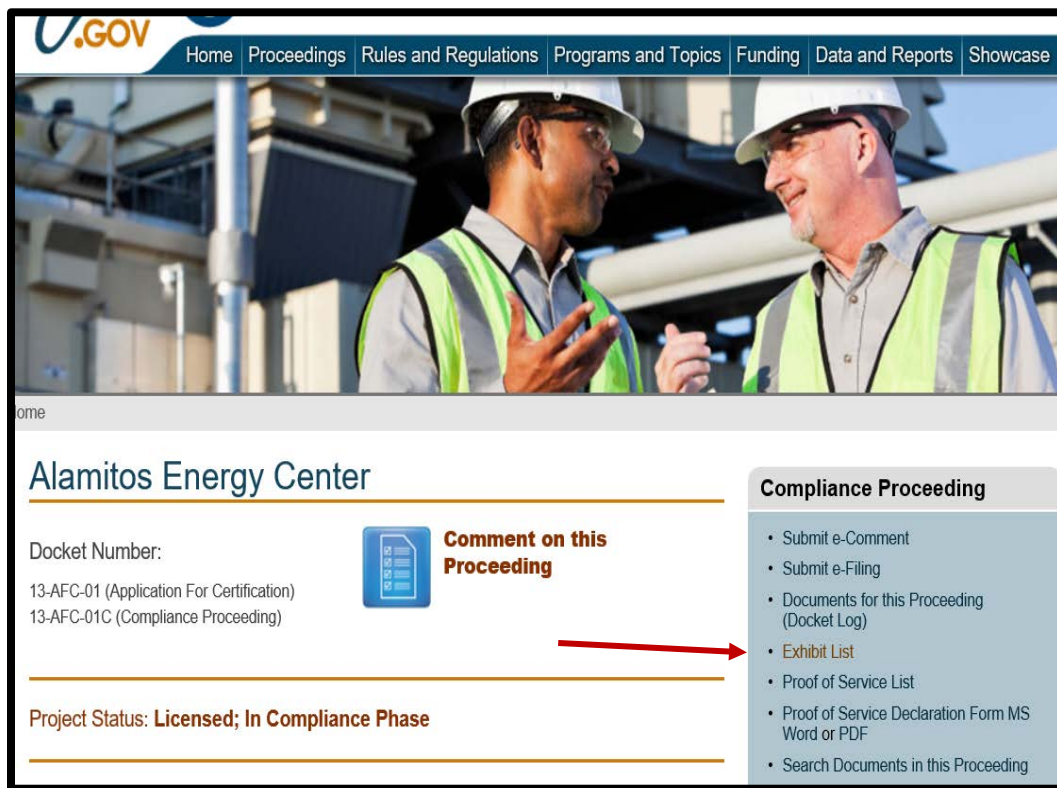
Title (Click for Main Page)	Docket Number (Click for Log File)
AES Newhall, Inc.	85-SPPE-06
AES Placerita	84-SPPE-01
AES Placerita - Compliance	84-SPPE-01C
Alamitos Energy Center	13-AFC-01
Alamitos Energy Center - Compliance	13-AFC-01C

Helpful tips: Click on the **Edit** tab on the top ribbon and scroll down on the drop down to the **Find on this Page** and click on it. Type the Proceeding Name in the **Find** box located on the top ribbon and click **Enter** on your keyboard. A list of Proceedings and their links will be listed. Click on the Proceeding name link and you will be directed to the Docket webpage.

9 View Exhibit List

To view the Exhibit List, go to the docket webpage under the Proceedings Tab, click the **Alphabetical Listing of Power Plant Proceedings** link and then click on the **Title** of the proceeding you would like to view. You will be directed to the specific power plant webpage.

Click on the **Exhibit List** link in the blue box. The documents that have been marked as exhibits will be listed along with their exhibit numbers.



The screenshot shows the U.S. EIA website interface for the Alamos Energy Center. At the top is a navigation bar with links: Home, Proceedings, Rules and Regulations, Programs and Topics, Funding, Data and Reports, and Showcase. Below the navigation bar is a large image of two men in hard hats and safety vests talking. The main content area is titled "Alamos Energy Center". Under this title, it lists the docket numbers: 13-AFC-01 (Application For Certification) and 13-AFC-01C (Compliance Proceeding). To the right of the docket numbers is a blue icon of a document with a checkmark and the text "Comment on this Proceeding". Below the docket numbers, it states "Project Status: Licensed; In Compliance Phase". On the right side of the page, there is a blue box titled "Compliance Proceeding" which contains a list of links: Submit e-Comment, Submit e-Filing, Documents for this Proceeding (Docket Log), Exhibit List, Proof of Service List, Proof of Service Declaration Form MS Word or PDF, and Search Documents in this Proceeding. A red arrow points from the "Exhibit List" link in the blue box to the "Comment on this Proceeding" icon.

U.S. EIA

Home Proceedings Rules and Regulations Programs and Topics Funding Data and Reports Showcase

Alamos Energy Center

Docket Number:
13-AFC-01 (Application For Certification)
13-AFC-01C (Compliance Proceeding)

Comment on this Proceeding

Project Status: **Licensed; In Compliance Phase**

Compliance Proceeding

- Submit e-Comment
- Submit e-Filing
- Documents for this Proceeding (Docket Log)
- **Exhibit List**
- Proof of Service List
- Proof of Service Declaration Form MS Word or PDF
- Search Documents in this Proceeding

10 View POS List

To view the Proof of Service List, go to the docket webpage under the Proceedings Tab, click the **Alphabetical Listing of Power Plant Proceedings** link and then click on the **Title** of the proceeding you would like to view. You will be directed to the specific power plant webpage.

Click on the **Proof of Service List** link in the blue box.

The screenshot shows the U.S. Energy Commission's .GOV website. The navigation bar includes links: Home, Proceedings, Rules and Regulations, Programs and Topics, Funding, Data and Reports, and Showcase. The main content area is titled 'Alamitos Energy Center'. It displays the docket number '13-AFC-01 (Application For Certification)' and '13-AFC-01C (Compliance Proceeding)'. There is a 'Comment on this Proceeding' button. A 'Project Status: Licensed; In Compliance Phase' is shown. On the right, a 'Compliance Proceeding' sidebar lists several options: Submit e-Comment, Submit e-Filing, Documents for this Proceeding (Docket Log), Exhibit List, Proof of Service List, Proof of Service Declaration Form MS Word or PDF, and Search Documents in this Proceeding. A red arrow points from the 'Proof of Service List' link in the sidebar to the 'Project Status' text.

If there is a Proof of Service List, the names and addresses will be populated on the Proof of Service List. If there is no Proof of Service List, the following screen will appear.

The screenshot shows the U.S. Energy Commission's .GOV website. The navigation bar includes links: Home, About Us, Analysis & Stats, Efficiency, Funding, Power Plants, Renewables, Research, and Transportation. The main content area is titled 'Proof of Service List'. It displays the docket number '13-AFC-01C', the project title 'Alamitos Energy Center - Compliance', and the generation date 'Generated On: 9/17/2019 11:43:07 AM'. Below this, a message states: 'If this POS list is blank, there is no current proceeding under the supervision of a Committee and therefore no need to maintain a list. Rather than post a list that is no longer maintained, we have removed it. If you need to see the contents of a prior POS list, you can consult one of the documents filed prior to approximately September, 2013. Newer lists may be found as an Appendix to a final Commission Decision or an archive copy may have been e-filed at the time the list was removed.'

Note: Committee Members (Commissioners, their Advisers, and the Hearing Officer) will not have email addresses or mailing addresses. They receive their copies of filed documents automatically through the e-filing distribution system.

A party that files documents via the e-filing system does not need to separately email or send the documents to the other parties; once a filing is docketed, the system will email the parties on the **Proof of Service List** with a link to the Commission Website where the file can be downloaded. (The system does not attach the file to the email because some files are too large to email—some servers will reject them as too large or a user's mailbox will fill up).

11 Search Documents in this Proceeding

To search for documents within a proceeding, navigate to the power plant proceeding for which you want to search. Select **Search Documents in this Proceeding** link in the blue box and you will be navigated to the public search webpage as shown on the following page.



The screenshot displays the EPA's public docket system interface for the Alamos Energy Center. At the top, a navigation bar includes links for Home, Proceedings, Rules and Regulations, Programs and Topics, Funding, Data and Reports, and Showcase. Below this is a large image of two workers in hard hats and safety vests. The main content area features the heading "Alamos Energy Center" and lists docket numbers: 13-AFC-01 (Application For Certification) and 13-AFC-01C (Compliance Proceeding). A blue button labeled "Comment on this Proceeding" is visible. To the right, a sidebar titled "Compliance Proceeding" contains a list of links: Submit e-Comment, Submit e-Filing, Documents for this Proceeding (Docket Log), Exhibit List, Proof of Service List, Proof of Service Declaration Form MS Word or PDF, and Search Documents in this Proceeding. A red arrow points to the "Search Documents in this Proceeding" link.

CA.GOV ENERGY COMMISSION

HOME ABOUT US EFFICIENCY FUNDING POWER PLANTS RENEWABLES RESEARCH TRANSPORTATION

Docket 13-AFC-01C

any search word ▼

or [View all documents in this docket \(Reset filters\)](#)

View documents in this docket submitted by:

Anyone Applicant Commission Staff Intervenor Other Interested Person Public Public Agency

Note: Most documents filed before July 23, 2013, will not be searchable by the filtering categories (Types, Submitter Roles, etc.) shown to the left of the results, below. Some of those documents, especially those filed before 2008 are not linked but a text search using the box above will search for the text in their titles and descriptions. Unlinked documents may be found on the Legacy Documents subpage on the project/proceeding's web page or requested from our [Docket Unit](#)

Result Type All Documents in this docket

Any Result Type

Adobe PDF

Date

Any Date

Past 6 Months

Earlier

1-10 of 18 results

[Alamitos Energy Center Statement of Staff Approval of Proposed Change](#)
TN #: 229735 Description:
Date: 09/13/2019 Size: 1854KB

[SCAQMD Letter to AES Southland Regarding Title V Facility Permit Revision](#)

11.1 Search by Filename

You may enter the filename in the text box provided in the search page and then press magnifying glass to search the file in the docket. **Note:** This search capacity will search the body of the document as well as the Title.

CA.GOV ENERGY COMMISSION

HOME ABOUT US EFFICIENCY FUNDING POWER PLANTS RENEWABLES RESEARCH TRANSPORTATION

Docket 13-AFC-01C

any search word ▼

All the filenames that include the search string will get listed.

CEC

any search word ▼

or [View all documents in this docket \(Reset filters\)](#)

View documents in this docket submitted by:

Anyone Applicant Commission Staff Intervenor Other Interested Person Public Public Agency

Documents filed before July 23, 2013, will not be searchable by the filtering categories (Types, Submitter Roles, etc.) shown to the left of the results, below these documents, especially those filed before 2008 are not linked but a text search using the box above will search for the text in their titles and unlinked documents may be found on the Legacy Documents subpage on the project/proceeding's web page or requested from our [Docket Unit](#)

Documents that matched 'CEC' in this docket

1-8 of 8 results

[Alamitos Energy Center Statement of Staff Approval of Proposed Change](#)

TN #: 229735 Description: Alamitos Energy Center Statement of Staff Approval of Proposed Change

Date: 09/13/2019 Size: 1854KB


...mitter Role: Commission Staff Submission Date: 9/13/2019 1:47:07 PM Docketed Date: 9/13/2019 STATE OF CALIFORNIA — NATURAL RESOURCES AGENCY Gavin Newsom, Governor CALIFORNIA ENERGY COMMISSION 1516 Ninth Street Sacramento, California 95814 Main website: www.energy.ca.gov **CEC**-57 (Revised 1/19) STATEMENT OF STAFF APPROVAL OF PROPOSED CHANGE ALAMITOS ENERGY CENTER

To cull down your search results, you can filter by **Result Type**, **Date**, **Subject Areas**, **Submission Type** or **Document Type**.

11.2 Search by Submitter

When searching for a document filed by a specific submitter, you click on the appropriate submitter listed in the blue shaded box or on the Submitter Role filter on the left side of the screen. For example, you can click on the **Intervenor** link in the blue shaded area to view the documents that have been submitted by Intervenor.

Docket 15-AFC-02



any search word ▼

or [View all documents in this docket \(Reset filters\)](#)

View documents in this docket submitted by:

[Anyone](#) [Applicant](#) [Commission Staff](#) [Intervenor](#) [Other Interested Person](#) [Public](#) [Public Agency](#)

Note: Most documents filed before July 23, 2013, will not be searchable by the filtering categories (Types, Submitter Roles, etc.) shown to the left of the results. Some of those documents, especially those filed before 2008 are not linked but a text search using the box above will search for the text in their titles and descriptions. Unlinked documents may be found on the Legacy Documents subpage on the project/proceeding's web page or requested from our Document Management System.


Result Type
[Any Result Type](#)
[Adobe PDF](#)


Date
[Any Date](#)
[Earlier](#)


Submitter Role
[Any Submitter Role](#)
[Intervenor](#)
[Intervenor Representative](#)

All Documents in this docket, filtered by **Intervenor**

1-10 of 12 results

 [Declaration of Service](#)
TN #:223145 Description:
Date: 04/06/2018 Size: 337KB

 [Wishtoyo Foundation Response to Request from Applicant for Extension of Time to Respond to Motion to Terminate](#)
TN #:223144 Description:
Date: 04/06/2018 Size: 80KB

 [Declaration of Service](#)

11.3 Reset Search

You can click on the **Reset filters** link to reset the filters that were applied to the current search as shown below. The search will be reset and all the documents published under this docket will be listed.

The screenshot shows the search interface for Docket 15-AFC-02. At the top, there is a search bar with a magnifying glass icon and a dropdown menu labeled 'any search word'. Below the search bar, there is a link that says 'or View all documents in this docket (Reset filters)'. A red arrow points to this link. Below the search bar, there is a section titled 'View documents in this docket submitted by:' with tabs for 'Anyone', 'Applicant', 'Commission Staff', 'Intervenor', 'Other Interested Person', 'Public', and 'Public Agency'. Below this, there is a note about documents filed before July 23, 2013. On the left side, there are filters for 'Result Type' (Any Result Type, Adobe PDF), 'Date' (Any Date, Earlier), and 'All Documents in this docket, filtered by 'Intervenor''. Below the filters, it says '1-10 of 12 results' and shows a document titled 'Declaration of Service' with TN # 223145, Description, Date: 04/06/2018, and Size: 337KB.

12 Appendix A – Acronyms and Definitions

Acronym	Definition
e-filing and e-commenting system	E-filing, Case, Records Management system
Energy Commission	California Energy Commission
URL	Uniform Resource Locator
POS	Proof of Service List
IDL	Internal Distribution List

13 **Appendix B – Document Specifications for the e-filing system**

Formal parties to the Energy Commission’s power plant proceedings are required to use Energy Commission’s e-filing system as of November 1, 2013, unless they obtain a waiver. The e-filing system is free, fast, convenient, and reduces paperwork and delivery costs – making it environmentally friendly.

The public can search and browse published documents related to all proceedings. The public can also file comments in proceedings that are accepting open comments.

For questions about how to use the system, do not hesitate to contact the Energy Commission’s e-filing help desk at docket@energy.ca.gov.

A. Technical Requirements

In order to submit documents using the Energy Commission’s e-filing application, you must have:

1. A computer with an internet connection: A high-speed internet connection is strongly recommended for users uploading or downloading large files.
2. A modern web browser: Internet Explorer version 7 or above, a recent version of Firefox, Chrome or Safari, or other browser with equivalent functionality.
3. Software to create searchable and accessible PDF files. The Energy Commission does not mandate or endorse the use of any particular product for this purpose. Most files will be stored in PDF format and you will need a PDF viewer in order to view them.
4. User Information: A User ID and password are required to submit new documents using the Energy Commission’s e-filing application. Instructions for obtaining these are found in this e-filing User’s Training Guide or online by clicking Register as a New User.

B. Confidential Document Filing

1. Confidential documents: Confidential documents must be submitted through the separate confidential documents e-filing tool (see e-filing instructions for details). All confidential documents must be clearly identified as such to ensure they are not added to the Energy Commission’s public documents database. The Energy Commission assumes no responsibility for mislabeled

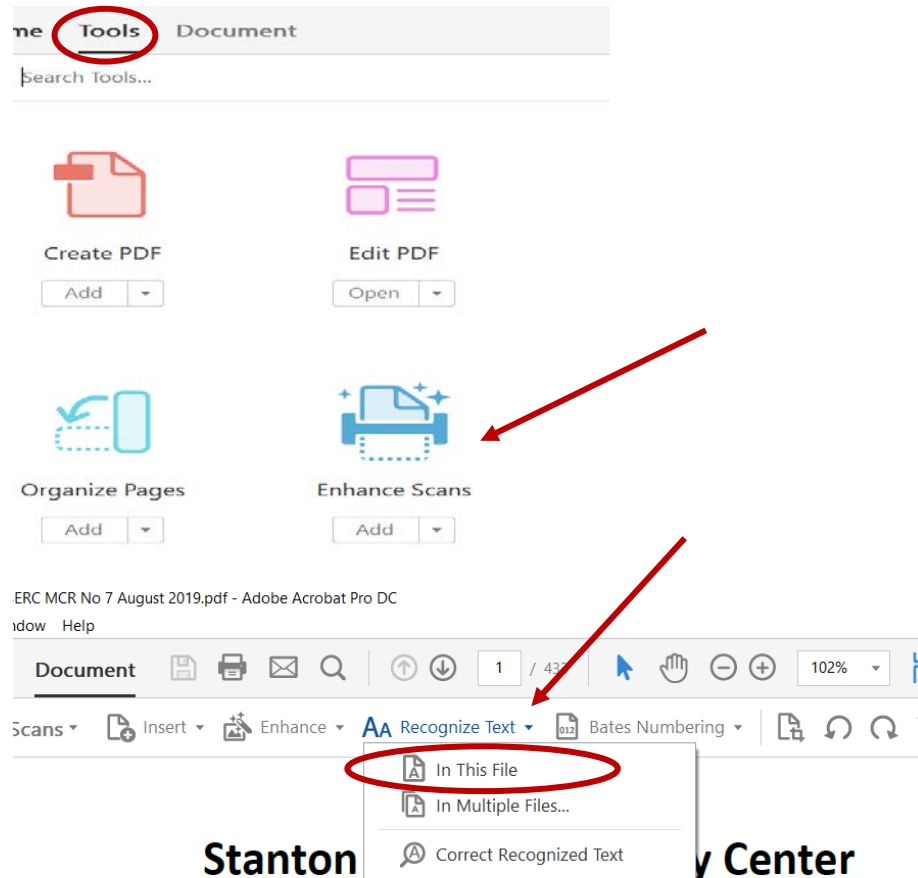
or wrongly titled confidential documents or confidential documents that are mistakenly filed using the process for filing public documents.

2. Remove confidential data and metadata from public documents: It is the filer's responsibility when submitting a public version of any document to take appropriate measures to ensure that any embedded confidential information has been permanently deleted and is non-viewable, non-searchable, and non-reversible. Examples of confidential information to be deleted may include track changes comments, metadata properties, PDF annotations, PDF "sticky notes" or other data.
3. Remove document password protection: Remove all password protection from documents and files before submitting them to the Energy Commission's e-filing system. Filings containing password protected documents cannot be processed.

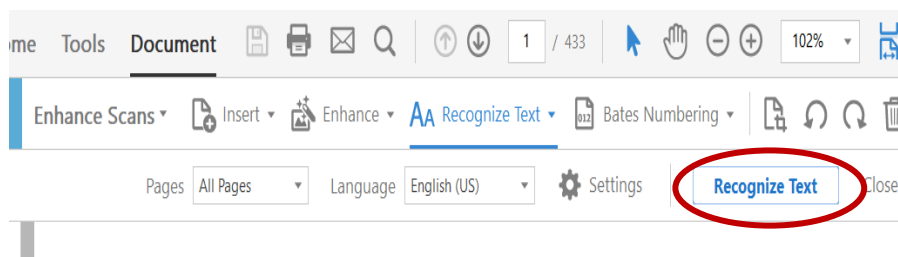
C. File Formats

1. Document files: The filer can submit a WORD document and the Energy Commission e-filing system will convert the document to a searchable PDF document.
2. If the filer submits a PDF document, it must be submitted in a searchable PDF format (example: document name.pdf). Whenever possible, the PDF should be created directly from the application of origin, e.g., use "create PDF" or "print PDF" to create a PDF directly from a Microsoft Word document. There are numerous software programs available at modest or no cost to convert documents to PDF. The Energy Commission does not mandate or endorse the use of any particular product for this purpose.
3. Avoid scanned documents: Scanned documents greatly increase file sizes, slow uploading speeds, reduce the accuracy of full text searching, and may negatively impact document accessibility under state and federal accessibility laws. If submitting a scanned document, it is the responsibility of the submitter to first complete Optical Character Recognition (OCR) on the entire document text to mitigate accessibility and database search issues. Many modern scanners offer OCR as a built-in scanning option, and OCR is also available as a software tool in Adobe Acrobat and other PDF applications. OCR is not mistake free and therefore not a substitute for converting electronically to a PDF file where possible.

There is more than one way to make your document searchable. This is one of the examples on making your document searchable. If you have Adobe Acrobat DC, once you open your PDF, **click** the **Tools** button on the top ribbon. **Click Enhance Scans**. A new ribbon bar will appear. **Click Recognize Text** drop down arrow and **click in this file** and then **click** the **Recognize Text** button. The document will go through a scan.



CEC Docket No. 16-AFC-01
Monthly Compliance Report No. 7
Reporting Period: August 2019



4. Exceptions:

- A. Spreadsheets: Spreadsheets may be submitted in Microsoft Excel (.xls or .xlsx) format.
- B. Certain other types of files, including large computer aided design (CAD) files, very large graphic files (.jpg, .tiff, .gif), and database files (Microsoft Access) may not convert properly to the PDF format. Such documents may be submitted in their original format or by requesting an exception for filing outside of the e-filing system. For questions, contact the Energy Commission's e-filing help desk at docket@energy.ca.gov.

5. Document accuracy: It is the sole responsibility of the person or entity submitting the electronic document(s) to examine the final version of the file(s) to ensure that the information content, document quality and format of the electronic document file(s) provide an accurate and complete representation of the original document. Most documents submitted in a non-PDF format will be automatically converted to PDF by the e-filing and web publishing system, and the Energy Commission assumes no responsibility for any resulting content, quality or formatting issues.

D. File Size

- 1. File Size: **The maximum file size is 30 megabytes (30 MB)**. However, multiple documents (with each not exceeding 30 MB) may be submitted during a single e-filing session.
- 2. Oversized documents: Files larger than 30 MB cannot be processed by the Energy Commission's e-filing system. These documents may be divided into multiple files of less than 30 MB providing that the parts are clearly labeled. For extremely large documents, such as an Application for Certification (AFC), you may file the document in sections. For questions, contact the Energy Commission's e-filing help desk at docket@energy.ca.gov.

E. Document signatures

- 1. The words "Original signed by" and the signee's typed name can serve in lieu of a "wet" signature on a submitted document.

F. Document Format

- 1. In general, documents should be created using a standard legible font and fit on an 8.5 x 11 inch page. Exceptions include large graphics, photos and other information requiring non-standard page sizes.

2. Attachments and cover letters should be submitted as separate files and clearly identified as such. A cover letter that merely identifies the document(s) that are part of the filing is unnecessary; the individual file titles and descriptions and other metadata perform that function.

G. Document File Names and Titles

1. File name length: All computer documents have a file name (Example: my document.pdf). The maximum file name length for a submitted document is 128 characters.
2. Document Titles: Document titles should accurately and succinctly reflect the contents of the document. This will help speed both the automated and human review of submitted documents and help ensure accurate database entries and search retrieval.

The system will use Document Title for creating the Filename. The system will create the filename by removing Windows special characters, as well as any additional configurable special characters from the title.

H. File Submission

1. Files successfully submitted electronically to the Energy Commission will result in a return email acknowledgment to the filer to indicate that the e-filing system has received the electronic submission. This email indicates only that the document has been successfully received and does not provide proof that the document has been docketed or accepted as part of the proceeding.
2. Any correction or modification to a document filed electronically will require a revised filing with the Energy Commission. In other words, a document already filed cannot be substituted or replaced by the submitter.
3. All files will be scanned for computer viruses prior to processing. Any document found to contain a virus, malware, spam or other mal-intentioned feature will not be accepted for processing. Viruses, malware, spam and other issues are an unfortunate fact of life on the internet. It is the responsibility of the submitter to ensure the integrity of files prior to submittal. Many anti-virus products are available at little or no cost. The Energy Commission does not recommend or support any specific product but recommends that one be used.
4. The Energy Commission is not responsible for any delay, disruption, or interruption of the electronic submission and the document submitter accepts the full risk that the submission may not be docketed as a result.

5. For questions, do not hesitate to contact the Energy Commission's e-filing help desk at docket@energy.ca.gov.

14 Appendix C – Document Specifications for the e-commenting System

The Energy Commission's e-commenting system is free, convenient, and reduces paperwork – making it environmentally friendly. **Commenters are encouraged but not required to use the e-filing system.**

For questions about how to use the system, do not hesitate to contact the Energy Commission e-commenting help desk at docket@energy.ca.gov.

A. Technical Requirements

To submit your comments using the Energy Commission's e-commenting application, you must have:

1. A computer or mobile device with internet access.
2. If you plan to attach a supporting document to your comment, software to create a searchable and accessible PDF file (see details below) or DOC or DOCX formatted file.

B. Plain Text Only

1. The comment box accepts only plain text. Features such as bold, underline, italics and html tags are not supported at this time.

Helpful Tip: Do not copy a PDF document and paste it into the text box. The system will pick up embedded text that is not visible.

C. Comments are Public Information

1. Comments submitted to the Energy Commission are part of the public record and will be published on the Energy Commission's public website. It is the commenter's responsibility to not include personal or confidential information such as home address, personal telephone number or social security number. The Energy Commission is not responsible for protecting from disclosure or publication any confidential or personal information submitted by a commenter.

D. Attached Files

1. While not required, the Energy Commission's e-commenting system gives users the option of attaching one (1) supporting document to their comment. **The maximum file size of a supporting document is 10 megabytes (10 MB).**
2. Comments with attachments emailed into the Docket Unit will be filed as individual documents. The Docket Unit **does not combine documents.**
3. The Energy Commission **strongly recommends** that any supporting document be in PDF format (example: document name.pdf). Whenever possible, the PDF should be created directly from the original document, e.g., use "create PDF" or "print PDF" to create a PDF directly from a Microsoft Word document. There are numerous software programs available at modest or no cost to convert documents to PDF. The Energy Commission does not mandate or endorse the use of any particular product for this purpose.
4. Avoid scanned documents: Scanned PDF's should be avoided and submitted only when the original document cannot be converted to PDF electronically. Scanned documents greatly increase file sizes, slow uploading and downloading speeds, reduce the accuracy of full text searching, and may negatively impact document accessibility under state and federal accessibility laws. If submitting a scanned document, it is the responsibility of the submitter to first complete Optical Character Recognition (OCR) on the entire document text to mitigate accessibility and database search issues. Many modern scanners offer OCR as a built-in scanning option, and OCR is also available as a software tool in many PDF applications. OCR is not mistake free and therefore not a substitute for printing electronically to a PDF file where possible.
5. Name your PDF file (see next page) and save it in a location on your computer where it is easy for you to browse and select. In order to eliminate the inadvertent selection of a draft or previous version of the document, you may want to save the document to an eFiling folder.
6. Document accuracy: It is the sole responsibility of the commenter to examine the final version of the attached file to ensure that the information content, document quality and format of the electronic document accurately reflect the electronic or printed original copy. Microsoft Word (.doc and .docx) documents format will be automatically converted to PDF by the e-

commenting and web publishing system, and the Energy Commission assumes no responsibility for any resulting content, quality or formatting issues.

E. Supporting Document File Names

1. File name length: All computer documents have a file name (Example: my document.pdf). The maximum file name length for a submitted document is 128 characters. Avoid using underscores in the Title name.
2. Invalid characters **in a file name are (. / : * \ | < > |)**.
3. To ensure compatibility with the Energy Commission's e-commenting database and website publishing tools, file names should be composed only of lower case and/or upper case letters, numerals, the dash symbol ((-)). There should be no periods (.). (Example: file name).

Example of an acceptable file name:
Jose Ruiz Comment - On Joint workshop

Example of an unacceptable file name due to special characters:
Jose Ruiz's supporting [doc./attachment_Dated@October 11, 2012.pdf](#)

F. Comment and Supporting Document Submission

1. Comments successfully submitted will result in a return email acknowledgment to the commenter to indicate that the e-commenting system has received the comment.
2. Any correction or modification to a comment or supporting document filed electronically will require a new filing with the Energy Commission. In other words, a comment or document already filed cannot be substituted or replaced by the submitter.
3. All comments and supporting documents will be scanned for computer viruses and inappropriate content prior to processing. Any comment or document found to contain a virus, malware, spam or other mal-intentioned feature will not be accepted for processing. Viruses, malware, spam and similar issues are an unfortunate fact of life on the internet, but it is the responsibility of the submitter to ensure the integrity of files prior to submittal. Many anti-virus products are available at little or no costs. The

Energy Commission does not mandate or endorse the use of any particular product for this purpose but recommends that one be used.

4. The Energy Commission is not responsible for any delay, disruption, or interruption of the electronic commenting system, and the commenter accepts the full risk that the comment may not be filed as a result.
5. For questions, do not hesitate to contact the Energy Commission's e-commenting help desk at docket@energy.ca.gov.